



BREWER DESIGN SOLUTIONS

— INTERIOR FINISHES AND DESIGN —

Job Description / Design Assistant

Major Responsibilities and Activities

- Bluebeam edits, including ID Drawings
- AutoCAD furniture space planning & misc edits
- Updating information on Co-construct
- Requesting samples & pricing, misc finish info.
- Taking notes during client presentations and meetings
- Pulling finishes
- Keeping library organized
- Finding and printing inspiration images
- Help ordering furniture
- Help answering and fielding BDS website/furniture inquiries
- Help reviewing bids, cabinet drawings, including reaching out and running with getting bids
- Finish schedules, selections documents
- Design and finish boards
- Powerpoint design presentations
- Any random task that may come up such as documentation of design selections - typed

For More Info Please Contact:

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