



Position: Executive Design Assistant

Location: Waterbury, CT

We are a Commercial Interior Design-Build firm seeking a motivated, multi-faceted individual to assist our design team. Our ideal candidate should be well spoken, highly organized and a quick learner, willing to help with a variety of tasks to support the team, primarily the principal designer. This is a full time position.

Responsibilities include:

- Managing the design materials library including ordering samples, filing project materials, scheduling product reps to update the team with new products, etc.
- Various administrative tasks to aid the principal designer and design team
- Data entry including updating vendor databases, compiling material spec sheets and entering specifications into our proprietary project management software
- Organizing company events and outings
- Create digital project presentations under the direction of the design team
- Compiling project budgets in Excel format
- Social media management

Candidates Must have:

- Professional, polished verbal and written communication skills
- Organized and detail oriented with a high standard of quality
- Good time management skills including the ability to prioritize and manage workflow
- Computer skills – proficiency in Microsoft Office Suite with the ability to learn new programs quickly
- Social media experience (knowledge of Canva software)
- Ability to work well both individually and constructively as part of a team
- A working vehicle and the ability to occasionally travel for work related responsibilities

Benefits:

- Monthly Stipend for Health Insurance including Dental & Vision
- Flexible Spending Account
- Life Insurance
- Early Fridays year round

Salary commensurate with experience. Please respond with salary requirements if there is a specific expectation.

Email all resumes, portfolio submissions and cover letters to careers@belsodb.com