



# MODERN NEST

## DESIGN ASSISTANT

Our design team at Modern Nest Homes is quickly growing and we are seeking a full-time and dedicated **Design Assistant**. Reporting to the Design Director, the Design Assistant acts as project management and design support on all phases of high-end, residential interior design and new build projects.

This position requires knowledge of interior design and a strong ability to organize information, manage time and documentation and follow through on assignments under deadline pressure. We are seeking candidates who are motivated to make the best of the Design Assistant opportunity, and if successful, evolve into a higher level role with increasing project management and creative responsibility. We currently have multiple large scale high-end residential projects with an immediate need to add to our team.

This is a full-time, in-person, salaried position working from our studio office in Old Town Scottsdale. Before applying, please ensure that you can commit to an in-office Monday-Friday 9am-5pm schedule. We are unable to accept applications from candidates who are seeking remote or hybrid work environments for this position.

### Responsibilities and Functions:

- Proficient in Adobe Suite (particularly Photoshop and InDesign), AutoCAD, SketchUP, Excel/ Google Sheets/Google Drive.
- Experience with preparing and managing Construction Documentation, Finish + Material Schedules, and Project Budgets, and be open and willing to learn our systematic design approach that we apply toward all projects.
- Work with the Design Director to assemble digital design presentations, construction packages, and in-person client sample presentations.
- As necessary, support the design team in the preparation of floor, space, and furniture plans and elevations in AutoCAD.
- Support the design team in the preparation and maintenance of interior design assets including, but not limited to: finish + material schedules, lighting schedules, hardware schedules, Budgets, templates, and shop drawings.
- Gather detailed information and quotes for the preparation of accurate design proposals. Create and prepare proposals and proposal packages for submission to clients. Requires an understanding of how to audit and cross-reference vendor quotes with existing construction documentation and design intent to ensure quote accuracy.
- Maintain continual communication with Principals and Design Director staff regarding project timelines and orders, and have the ability to craft detailed project agendas and reporting for weekly team meetings.
- Ability to record accurate and detailed notes during client presentations.
- Must have the ability to multitask and work on multiple projects simultaneously.
- Strong, clear and service-oriented communication with internal teams, clients, and vendors and

subcontractors.

- Able to quickly reference existing project documentation when confronted with a real-time question from the construction field.
- Experience in small decor styling and accessorizing is helpful.
- Strong positivity and willingness to pitch in and help across all project tasks, particularly during installations.
- Strong interest in Interior Design that extends from the workplace, including regular reading of industry publications, attending design fairs, and generally maintaining a curiosity and interest in staying on top of design trends within the design/architecture industry. Bonus if you're knowledgeable of unique and specialized furniture, lighting, and textile fabricators.
- Have the ability to think and contribute creatively and intelligently. Critically anticipate problems before they arrive with a solutions based and workaround mindset.
- Ability to work within a team and proactively create harmonious and professional relationships. Maintain an upbeat and positive demeanor that contributes to the spirit of our driven and collaborative team.
- Ability to work both autonomously and within a team environment.

#### Qualifications:

- Degree or obtaining a degree in Interior Architecture, Interior Design or similar discipline.
- Work or internship experience within high-end residential design.
- Proficiency in AutoCAD software, SketchUP, Adobe Suite (InDesign + Photoshop), and Google Drive.
- Excellent knowledge of architectural and design principles and measurement standards.
- Sophisticated interpersonal and communication skills when interfacing internally and with clients.
- Design aesthetic alignment with Modern Nest Brand.

To apply for this part-time Design Drafter position, please fill out [this form](#) on our web site or submit your Cover Letter, Resume, Professional Portfolio via email to [careers@modernnesthomes.com](mailto:careers@modernnesthomes.com).

Include "Design Assistant Applicant" in email subject line.