

Design Assistant Toronto, ON

We are seeking a multi-talented **design assistant** to provide support to the Founder/Head of Sales, and the VP of Operations. This role will assist with the coordination and management of projects, liaise with clients as required and provide day-to-day support to one of the Founders of the company, and the VP of Operations. The position will require a dynamic, energetic, positive, motivated and an independent self-starter with an ability to quickly learn new skills and manage many competing task and timelines. This position offers a competitive compensation package and the potential for substantial growth and development within the company. The successful incumbent will be driven, eager to learn and grow, have the desire and ability to take on new and exciting tasks and bring balance to a demanding and fast paced environment.

Responsibilities (include but are not limited to):

- Provide day-to-day support to the Founder/Head of Sales, and VP Operations
- Assist in the coordination and management of design projects
- Manage timelines and ensure projects remain on target. Communicate any delays or issues with all key stakeholders
- Manage client expectations and concerns and escalate as required
- Gather all necessary information for new projects
- Partner with the Quotations Specialist to develop quotes for new projects
- Some basic administrative tasks may be required
- Work with and understand lighting schedules
- Develop and maintain relationships internally and externally

Qualifications:

- Post-secondary education with a focus on design; product design, architecture, engineering, interior design, digital media design, marketing or related design education
- Exceptional communications skills (verbal and written)
- Strong computer skills (MS Office & Mac Software), Air Table, and can learn new programs quickly
- Excellent organizational & time management skills & the ability to prioritize multiple tasks
- High attention to detail
- Ability to work independently within a fast ever changing environment
- Excellent problem solving skills
- Ability to read floor plans and reflective ceiling plans is a strong asset

To apply for this exciting opportunity, please submit your up-to-date resume and cover letter to <https://chemistryconsulting.ca/current-opportunities>. Please indicate your availability to start as well as your salary expectations.