



Design Assistant

Position Profile

Full or Part Time

Are you looking for a great company to work for and does the opportunity to be an integral part of an award winning design team that develops stunning and functional home transformations intrigue you? Do you enjoy learning about new products, trends and methods? Do you thrive on being organized, accurate and thorough? If you answered yes to these questions, please read on as we may be the place for you.

A little about our company. Lee Kimball is a well-established design and construction firm and we have been in business for over 80 years. We think a home should deliver joy, day after day, year after year. We embrace creativity, quality, full service, and accountability in everything we do. We are passionate about transforming homes and the lives of the people who live in them. We have the same passion for our team, the people who make it all happen.

Here is more about the position. The Design Assistant will work closely with our Lead Designers to support in preparation of client presentations and will develop construction plans and specifications based on company standards. The Design Assistant will be involved in, site documentation, developing plans, elevations, 3D presentations, specifications, researching and pricing various products. Administrative duties including the organization and maintenance of our selection center.

Essential Duties and Responsibilities:

- Researching, specifying, pricing and ordering products
- Measuring and site documentation
- Drafting and 3D modeling
- Preparing and packaging presentations
- Maintaining selection center
- Develops and maintains relationships with suppliers and vendors
- Administration

Qualifications:

- Two or more years of residential design experience
- Proficient with MS Office and computer drafting (Chief Architect preferred)
- Valid driver's license and safe driving record

Essential skills and attributes:

- Works extremely well both independently and with a team
- Excellent communication skills; oral, written and interpersonal
- Attention to detail and demonstrates good problem-solving skills
- Takes ownership of responsibilities
- Organized, thorough and accurate
- Ability to prioritize job responsibilities and meet deadlines

Lee Kimball is a family owned residential Design-Build firm and was established in 1940. Our mission is to enhance the quality of our clients' lives by providing the best possible experience and outcome in the transformation of their home.

For more information contact:

Bruce Johnson bjohnson@leekimball.com 617-719-8552