



Interior Design Department Support Assistant

Job Type: Permanent, Full time; Available Immediately

Our newest design assistant will be an integrated player on our design team. The candidate will work directly with our Interior Department Manager from concept to completion through a variety of design, management, documentation and administration tasks. Candidate will require strong organizational and time management skills, with great attention to detail.

Job Description and Key Responsibilities: The Interior Department Assistant will assist with all design aspects of the project, including the creation of interior drawings in CAD, and the documentation of materials and finishes, and overall documentation of the project. Key responsibilities are as follows.

- Detailed interior cad drawings 2d and 3d AutoCAD
- Review and detail shop drawings for construction
- Review details of technical drawings or specifications
- Create all supporting documentation required in the Interior Design process such as: specifications manuals and finish schedules
- Research and sourcing of new material's/fabrics/accessories, preparing client presentations, placing and tracking order, meeting with vendors and updating/organizing sample library.
- Follow-up on all specification orders, communication between vendors
- Manage and track drawings, delivery/inventory and storage areas
- Coordinate with other professionals - contractors, architects, engineers, plumbers and electricians
- Coordinate construction or installation activities.

Qualifications:

- 1-3 years of experience in interior design
- Knowledge of yacht interiors is preferred
- Proficient in, AutoCAD and/or Rhino is a plus
- Ability to work well under pressure, organize and prioritize multiple projects and adjust work accordingly, often against tight deadlines
- Possess strong verbal, written and visual communication skills with all levels of employees, management and outside parties
- Demonstrate creative abilities and applied problem-solving skills
- Strong abilities to work in a team setting and achieve results through collaboration and sharing
- Proven ability to self-manage and demonstrate high level of professional maturity
- Must be quality minded and self-motivated
- Candidate must be physically able to perform various installation project requirements such as lifting, standing for long periods, using a ladder, and other physical duties.

Education/Training:

- Degree in Architecture or Interior Design is preferred or equivalent experience

Benefits:

As a Company we offer a number of benefits which include the following:

- Health benefits which includes extended medical, dental, life and AD&D.
- Employer funded Employee and Family Assistance Program, which is available to employees upon first day of employment.

Working Conditions:

Reporting to the Senior Designer, the candidate's time will primarily be spent in an office environment with visits to the work shop throughout the day. Typical business hours are 7:00am – 3:30pm Monday to Friday.

Company Description:

Platinum Marine is the largest full service yacht refit and repair facility in Western Canada servicing boats over 60'. The shipyard and head office is located on Mitchell Island, Richmond (a suburb of Vancouver). With over 80 employees the company focuses on large refit and transformational projects. At any given time, Platinum has multiple large size projects on the go. Customers come primarily from Canada and the USA but the company is known globally and the clientele reflect this.

Platinum's management and professional staff are vastly experienced. Our workforce is highly trained and diverse. Top management include people from Canada, the USA, Australia, Turkey, and England. Positions include naval architects, designers, shipwrights, engineers and specialized journeymen.

Our corporate culture values innovation, efficiency, and forward thinking. We support our employees' passion for boat building with best practices so that we have highly trained, motivated employees who feel they are an important part of the end product.

Platinum Marine's sister companies include Crescent Yachts , CCYMarine, Milltown Marine Services, WrapBoats, Tactical Custom Boats.

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