

## **Job description**

The successful **Virtual Interior Design Assistant** at 4Dbiz will wear many hats. We are looking for someone who can do it all -- from crafting renderings of full-scale interior design projects, to creating highly-detailed drawings/elevations, to procuring beautifully presented room boards. This position can grow and evolve with the right applicant - we want the rockstar who can handle anything we throw at them!

Our ideal applicant will be detail-oriented, skilled, timely, tech savvy, independently motivated - looking to gain experience and get in on the ground floor of an exciting new company. The thing about working at 4Dbiz is that when we grow, you grow. The sky's the limit for the right team member.

We're building a team of rockstars. What do we mean by that?

### **Every 4Dbiz employee should be:**

- Honest
- Reliable
- Highly skilled
- Ambitious
- Easy to train/Eager to learn
- Personable
- Detail oriented
- Attentive to deadlines
- HIGHLY proficient with technology
- Student Mentality

-Independent worker

-Self Motivated

**Job Details:**

-Looking to hire within the next 4 weeks

-Part-time employment to start, with room to grow to full-time

-\$18-22/hour, depending on experience, skills, and professionalism

-Opportunities for performance-based bonuses and yearly raises

-Fully remote position

-Flexible working hours

**Primary Job Responsibilities:**

-Floor plans/Space Planning and technical design drawings

-Bathroom and Kitchen Elevations

-Renderings (Modeled and Photo realistic)

-Mood boards/Room Boards and other client presentation/visualization tools

-Shop drawings for custom furniture designs

-Construction documents, including Basic electrical and plumbing plans

-Research

-Sourcing and procurement

-Team meetings with our 4Dbiz team members

- Ability to hit deadlines
- Ensure client retention by providing excellent customer service
- Build a trusting, friendly relationship with our clients and our team
- Exceptional communication skills
- Opportunity to grow to a client-facing position in the future
- So much more as we continue to grow and develop. You're getting in on the ground floor of something really exciting.

**Job Perks:**

- Fully remote position
- Flexible schedule (Mon-Fri availability required), weekend work optional
- Massive room for professional development and financial growth (Benefits considered after 3 years)
- Potential to learn and grow within the company and become one of our foundational team members
- Being a part of a team that is JUST about to become the must-know name in the interior design industry

**Desired Skill Set:**

- Excellent written and verbal communication skills
- Ability to manage multiple schedules, priorities, and deadlines at a time
- Knowledge of Kitchen and bath terminology and set standards
- Knowledge of suggested furniture placement/ required pathway spaces
- Knowledge of home furnishing products and labels

-At least 3 years interior design experience

-Keen attention to detail.

**Required Design Software Proficiency: Revit, CAD**

**Bonus Knowledge Design Softwares: Mydoma(Cohoom), Sketchup**

**Additional required Softwares: Zoom, Google Drive and Google applications, Adobe Creative Cloud, Canva.**

**Required work experience and education:**

We're going to be totally honest. We don't only care about your resume and education -- we care about the quality of your work, your attitude, and your trustworthiness. If you have the drafting, sourcing, and interior design skills to complete a job, from beginning to end, at a high level of execution, then you have the skills to become an excellent Virtual Interior Design Assistant at 4Dbiz. Please send examples of your drafting and design work. These will be valued just as highly as your resume! Thank you.

Job Types: Part-time, Full-time

Starting Salary: \$18.00 - \$22.00 per hour

4 Week Required training period at \$15-18/hour

Benefits:

- Flexible schedule
- Parental leave
- Professional development assistance
- Yearly raise consideration based on performance

- Annual bonus for full-time employees
- Additional Benefits considered after 3 years

Schedule:

- Choose your own hours
- Monday to Friday (Weekend work optional)

Work Location: Remote

*\*\*\* To be considered for this position, please email shayna@4dbiz.com with the subject line Design Assistant Application - [Your Full Name].*

***Your email and application should include:***

***-Resume*** (Please include a section notated design software proficiencies and notate all)

***-Cover letter***

***-Interior design portfolio*** (Please include at least one example of the following and ensure to title in the following title system: Moodboard, room board, space plan, bathroom elevation, kitchen elevation, modeled rendering, photorealistic rendering)

***- Answers to the below questions***

Application Question(s):

- Based on our website (4Dbiz.com), please describe how the Virtual Interior Design Assistant position benefits interior design businesses:
- What about your skills, experience, and interests makes you think you would be a good fit for this position?
- On a scale of 1-10, how proficient are you at picking up and using new technology?
- Why is a virtual position the right fit for you?

- How many weekly hours would you ideally like to work? And are you will to start with a lower commitment of hours and scale to your maximum capacity within 3 months?