

Join the Jon Witzel Team:

Interior Designer/Drafter/Estimator

Job Description

We are seeking a full-time interior design assistant for our residential and commercial sectors. In this position, you will assist with the design from conception to completion for the specified project, working both independently and collaboratively with our team.

Responsibilities

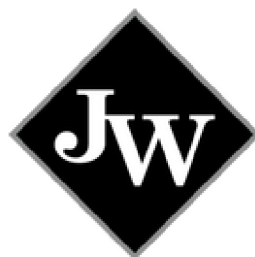
- Ability to review and understand design drawings, blueprints and project scope of work
- Prepare purchase orders
- Work with clients on product knowledge and selections
- Monitor and track selections to completion
- Work with suppliers and manufacturers to ensure availability
- Distribute detailed scope of work and drawings for bids to required subcontractors and suppliers
- Prepare costing options as necessary
- Compose detailed written proposal estimates for client submission
- Compose drawings for clients based on-site meetings

Skills & Assets

- Diploma or Certification from Interior Design/Decorating program
- Knowledge in Microsoft Office, AutoCAD and Bluebeam
- Motivated, dedicated, strong work ethic
- Very detail-oriented
- Strong ability to work collaboratively, as a team
- Strong interpersonal and communication skills
- Strong written skills
- Strong organizational skills, with the ability to prioritize multiple tasks
- Ability to complete 3D renderings is an asset
- Experience beneficial but not required

Please submit all resumes to jon@jonwitzel.com

Jon Witzel Contracting is a continually growing company with a solid reputation in the building industry. We offer competitive compensation and benefits and potential for job growth. Our dynamic team environment is made up of individuals who are dedicated to their craft and take each project seriously. We value our clients and develop lasting relationships founded on trust, reliability, and excellence. If you share our strong work ethic and values and have either construction experience or just an ability to learn, we would like to hear from you.



JON WITZEL
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519-662-4239 | jonwitzel.com |

