



Annapolis area homeowners call Bohan Contracting when they want their home improvement projects done the right way. Their team of construction experts bring over 100 years of combined experience building, remodeling, and renovating homes around greater Annapolis. On every job we provide homeowners with honest pricing, outstanding communication, and a 100% project satisfaction guarantee.

Bohan Contracting is seeking to hire a full-time **Design Assistant** in **Annapolis, MD** to support the VP of Design in multiple projects which include high-end home renovations. Experience working as a Design Assistant is not required but the ideal candidate will have a strong interest in this field.

POSITION RESPONSIBILITIES

- Prepare and execute full field documentation of space to be remodeled
- Create Conceptual plan drawings and 3D presentations of design using Chief Architect or SketchUp, 20-20 Spaces
- Prepare information regarding design, materials and color for client presentation
- Document product selection and project details using appropriate forms
- Design and layout cabinets using computer aided programs
- Coordinate and submit product selections for vendor estimates and prepare information for estimating
- Document client relationship activities and communication in company software
- Prepare construction contracts, addendums and sample forms

POSITION REQUIREMENTS

- Passionate about designing residential remodeling projects
- High attention to detail
- Strong understanding of kitchen and bathroom design or interest in learning
- Love working with people
- Reliable transportation
- Willing to work some nights and some Saturdays
- Proficient in using the Google Suite or similar software

- Experience using Chief Architect, Sketch Up, or 20-20 Spaces is preferred but not required

COMPENSATION PACKAGE

Competitive base salary based experience, plus a benefits package that includes a 100% employer paid health plan and three weeks of PTO.