



Design Assistant

Position Summary

Bohan Contracting is seeking to hire a full-time Design Assistant in Annapolis, MD, to support the Sr Manager of Pre-construction and 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.

This position is required to work in the Annapolis, MD office location. However, some flexibility of working remotely can be discussed after 90 days of full-time employment and when the new hire training has been fulfilled.

Essential Duties and Responsibilities

- Create Conceptual plan drawings and 3D presentations of design using Chief Architect or SketchUp, 20-20 Spaces
- Prepare and execute full field documentation of space to be remodeled
- 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

Qualifications (Knowledge, Skills, & Abilities)

- Passionate about designing residential remodeling projects
- High attention to detail
- Strong understanding of kitchen and bathroom design or interest in learning
- Proficient in using the Google Suite or Microsoft Office
- Proficient in using Chief Architect or SketchUp or 20-20 Spaces

Education and Experience Requirements

- 1-2 years of project support experience in a fast-paced environment
- Knowledge of residential construction

- Some design experience in residential remodeling projects

Other Requirements

- Ability to travel to job sites and vendor locations in Annapolis, Maryland, and surrounding areas 5-10% of the time