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# Example of Assistant, Design Job Description

Our innovative and growing company is looking to fill the role of assistant, design. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant, design

* Partner closely with Manager of Design Operations on daily basis
* Keep SVP’s and design rooms organized, cleaned, and stocked with necessary office supplies
* Synthesize runway and fashion/trend analysis to influence ideation and design direction
* Assist in communicating corrections of prototypes as directed
* Remain updated of the direction other divisions are taking for their product
* Coordinate and communicate seasonal color palette from footwear to accessories and licensing
* Color up line art according to material and concept direction
* Update line art throughout development process incorporating changes and corrections
* Coordinate shipment of prototypes during development to and from factories
* Open and build all tech packs with precise detailed information

## Qualifications for assistant, design

* AP21 knowledge a big plus
* Global reach on product and graphic design
* Graphics for various online social media platforms including app interface designs
* Designing of pamplets and catalogues for various teams within the business
* Creative flair, attention to detail and good eye for design
* Relevant degree in design