Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-designer>

# Example of Assistant Designer Job Description

Our company is looking to fill the role of assistant designer. 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 designer

* Ensure design packages are complete
* Ensure updates are executed
* Develop seasonal product with a focus graphics, color and surface interest
* Adapt artwork based on feedback, incorporating for finalization
* Regularly batch and update wovens Design Linesheets, and send out to cross-functional teams overseas contacts
* General Administration, copying
* Creating and maintaining all design files
* Create thorough flat sketches, and technical packages
* Communicate with factories to discuss technical comments/ issues
* Attend fittings when needed

## Qualifications for assistant designer

* Bachelor's degree with a design major
* Some background in fit, fabric development, finishes, and construction details
* Computer skills required – Excel and Word
* Interact with MPR team on daily and weekly basis to maintain company time/action calendar
* Team player, wiliness to help others
* Organized and detail oriented, a fast learner