



## Example of Assistant, Design Job Description

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Our company is searching for experienced candidates for the position of assistant, design. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for assistant, design

- Complete all Visual Matrices for design review and production development process
- Assist in product development at all stages under guidance of Design Director
- Partner with Designer and team to execute seasonal design concepts from concept through final design prototype
- Assist in any part of the design process required by the Accessories Designer
- Track and lead the coordination of Design samples
- 1-2 years' experience in handbags or related accessory design
- Assist and support Design Director in development and innovation of ideas and trends
- Organize and update design boards
- Assist and contribute with the design and style directives
- Updating design boards and line sheets as required

### Qualifications for assistant, design

- Pack, unpack, photograph and tag protos
- Attend RL meetings, tracking RL's proto picks and dressing models
- Organize daily calendar and schedule appointments for SVP
- Provide basis Administrative support
- Maintain and process expense reports

