

Leslie Jensen Design

Kitchen and Bath design studio

6409 6th Avenue suite 8

Tacoma, WA 98406

253-507-0204

We are a kitchen and bath design company looking for a Design Assistant. Creating CAD drawings and making changes to drawings, ordering materials, and labeling drawings for cabinetry and hardware.

Assisting with miscellaneous admin tasks, such as filing, creating binders, labeling cabinet doors etc.

Must be proficient in AutoCAD and Microsoft Office Applications.

Approx. 30 hrs. per week. I can be flexible about hours; we are open Mon-Fri 9am-5pm.

- AutoCAD Proficiency
- Cabinet Knowledge
- Blueprint reading
- Organization skills
- Proficiency in Office Programs
- Solid communication skills
- Able to work with clients, trades, Interior designers

Please send resume and correspondence to:

Leslie@lesliejensenddesign.com