



DESIGN CONSULTANTS LTD.

Job Description for Internship Position:

The primary responsibility of the Intern is to assist the designers and administrative staff in all facets of the Interior Design business.

This requires the Intern to be extremely disciplined and self-motivated. We expect them to have a sincere desire to learn and eagerness to jump in.

Primary Responsibilities:

- Maintaining our extensive library of binders, fabrics and materials.
- Requesting pricing and availability of fabrics and furnishings, and CFA approvals
- Assisting the designers in fabric and furnishings selections
- Assist with site visits and photo shoots
- Create, complete or alter CAD plans as directed by designers
- Assist with general office administration

Qualifications:

- This position is available to students currently enrolled in their school's design program
- This position is a paid internship: Currently \$10.00 per hour
- It is part-time with a flexible schedule of 20 hours per week.

Location:

Eberlein Design Consultants Ltd. has only one location: 1809 Delancey Place, Philadelphia PA 19103

To Apply:

Please send your resume and cover letter to info@eberlein.com