

CALDER, a growing design studio, welcomes a talented individual to join our dynamic team of young and innovative designers, working on a variety of projects including hospitality, residential and commercial across Indonesia. We are a fresh and hybrid team of creative minds who are dedicated to expressing the individual character of each space through extraordinary design considering all the elements of setting, space history, purpose and above all, people.

Assistant / Clerk

Responsibilities:

- Perform clerical duties including filing, data input
- Maintain and update the vendors and material samples information
- Assist in the preparation of presentations/tender documents and FF&E schedules and specifications.
- Coordinate and organize meetings with suppliers & vendors.
- To handle any other ad-hoc duties or projects assigned by Team Head.
- Answer phones, screen and route incoming calls
- Communicate professionally with all visitors, employees, and clients
- Make travel arrangements for all staff as requested

Requirements:

- Bachelor degree graduate
- Proficiency in MS Office applications (Excel and Word)
- Proficient in spoken and written English and Indonesian.

Please submit a resume, cover letter and portfolio to **adeline@calderinterior.com**