The Lelievre Uk Showroom a French Luxury Fabric Company are looking for a Full-Time Showroom Assistant.

Job Description:

It's an Operational role that requires a good communicator with a high-level of customer service.

Dealing with Trade and Retail Clients

Dealing with General Enquiries via phone & email Responsible for sending out Sample Cuttings and Returnable sample Requests Ordering Sample Cuttings and Returnable samples for Showroom Stock Setting up Trade Accounts Creating Colour and Fabric Schemes Serving clients and helping them with their Interior Design Projects General Tidying of the Showroom and Samples

It's a very busy and fun showroom (less busy during the summer-time) you will be supporting and assisting the Showroom manager on the day to day daily tasks. Helping set up the new fabric collections and getting ready for Trade Shows like Design Week.

You will also be sharing the space with Holland & Sherry.

French speaker would be a plus.

Please contact Lelievre on [cstedman@lelievreparis.com](mailto:cstedman@lelievreparis.com)