Letterhead_changed address**HEAD OF FABRICS**

The Sofa & Chair Company is renowned for its hand-built craftsmanship. Based in Park Royal, West London, we specialize in the design and manufacture of high quality upholstery and custom-made seating solutions, in a variety of styles and finishes. It is a thriving, dynamic company with high ambitions.

We are looking for an exceptional highly talented individual to take responsibility for all the fabric ordering process. Managing a team of 3, you will support, train and develop, together with monitoring orders and deliveries as well as ensuring our huge fabric library up to date and well maintained.

The ideal applicant will have experience of working in a fabric house and managing a team. This role will involve negotiating with suppliers and would be highly advantage if you understand the negotiating process within the fabrics industry.

**KEY SKILLS REQUIRED**

• Must be highly organised and have excellent administration skills

• Ability to logically and systematically approach tasks and projects

• Should have experience and a passion for fabrics and interiors

• Have great professional relationship with other professionals, especially suppliers, within the industry

• Excellent interpersonal skills.

• PC literate. (Office 2010: Word/Excel/Power Point/Outlook)

• Flexible approach to working.

• Strong organisational and time management skills.

• Pro-active and results driven approach with a strong sense of initiative.

• Experience of working under pressure in a fast-paced environment.

• SAP Knowledge would be desirable but not essential

**ACCOUNTABILITIES**

• Establishing and developing relationships with fabric houses & Reps and negotiating the best prices

• Recruiting the best people to develop your team and department

• Maintaining and developing the large in-house upholstery fabric, curtain fabric and wallpaper library and responsibility for the sample service

• Working very closely with both sales and merchandising teams to analyse sales and grow them significantly within the business

• Overseeing all fabric purchase orders and the tracking all orders with suppliers

• Managing fabric stock, deliveries & after sales on behalf of the company