

# PHILLIP JEFFRIES

NATURAL | TEXTURED | SPECIALTY | WALLCOVERINGS

## **Phillip Jeffries is looking for a Sampling Assistant!**

Our London Sales team is searching for a highly motivated, dynamic and hands-on Sampling Assistant to drive a world class sample fulfillment operation. The ideal candidate will possess strong organizational and communication skills.

This position will be located in our London Office in Chelsea Harbour. Candidate must be willing to “get their hands dirty” in order to learn all facets of the operation.

If you're looking for a rapidly growing company that has the feel of a start-up and the foundation of an established business, Phillip Jeffries may be your next home!

This position will report directly to the UK Regional Manager.

## **What you will be doing:**

### **Workflow**

1. Ensure all daily commitments are met, including but not limited to:
  - a. Orders picked, packed and processed
  - b. Inbound receiving
  - c. Receiving new memos and putting them into location
  - d. Showroom replenishments
  - e. International shipments
2. Attending the weekly international touch base meeting and ensuring all international commitments are met
3. Consistently communicating with and reporting to the management team on all items or issues that arise
4. Make recommendations regarding shipping, storage, inventory, procedures and warehouse efficiency
5. Develop an action plan to accomplish the recommendations

Showroom: North Dome, 216 Design Centre, Chelsea Harbour, London SW10 0XE

Offices: 211 Harbour Yard, Chelsea Harbour, London SW10 0XD

PH: +44 (0)207 351 3333 E-mail: [uksales@phillipjeffries.com](mailto:uksales@phillipjeffries.com)

## **Sample Librarian**

1. Register new projects and prepare sample requests
2. Support Inside/Outside Sales team by introducing him/herself to clients as an added resource
3. Own sample replenishment process
4. Maintain organization of memo inventory
5. Organize existing sample catalogues and memos
6. Assist with seasonal roll-out of new collections
7. Participate with special projects and showroom events as needed
8. Be cross-trained to fill in for customer service staff

### **Must have:**

1. Takes initiative
2. Excellent written and verbal communication skills
3. Organized and meticulous
4. Basic understanding of MS systems (Excel, Word and Outlook)
5. Driven to learn and teach
6. Team player
7. Upbeat, energetic, positive, can-do attitude
8. Excellent time management and follow up skills
9. Respectful and courteous
10. Punctual
11. Willing to go the extra mile
12. Accountable... See It, Own It, Solve It, Do It mentality
13. Possess high integrity
14. Able to work in a fast-paced, team-oriented environment
15. Calm under pressure, level-headed
16. Nimble
17. Passionate
18. Can lift at least 25 Kg.
19. Able to stand for long periods of time

### **What's in it for you:**

1. Unique culture that includes: Annual Spirit Week with a focus on our core values, team building and having fun!
2. Competitive Salary
3. Paid Holidays
4. Bonus Program

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For immediate consideration, please e-mail your resume, cover letter and salary requirements to [claudia@phillipjeffries.com](mailto:claudia@phillipjeffries.com).

**Phillip Jeffries**, the world's leader in natural, textured and specialty wallcoverings, has been providing award winning designs to the architectural and interior design community for over 35 years. With a diverse collection of product, Phillip Jeffries has provided luxury goods that grace the walls of properties such as the Wynn Hotel in Las Vegas and the Barney's New York stores as well as luxurious homes throughout the world.

To learn more about Phillip Jeffries, please visit us at [www.phillipjeffries.com](http://www.phillipjeffries.com).

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