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Studio Assistant/ Administrator

Cameron Broom is an interior furnishings company based in South West London working with Interior Designers, Architects, Property Developers and private clients.

An exciting opening has arisen for someone looking to take their first steps in to the interiors industry; giving a fantastic opportunity to gain supplier and product knowledge as well as Client interaction.

Hours of work: Monday – Friday 9am -5.30pm.

Position available immediately.

Salary subject to experience.

*Daily duties;*

General Administration and organisation of the office

Stock management

Assisting the sales team

Responsibility for the presentation of the Showroom

Meet and greeting clients that come in to the Showroom

Fabric and furniture Rep meetings

Sample ordering

Assisting with client meetings

Managing the fabric and product library

*Skills required;*

Basic knowledge of bespoke soft furnishings an advantage.

Proficient user of Microsoft packages including word, Excel, PowerPoint.

Experience of EstiPC an advantage

The ability to work well in a team and to be flexible and adapt to various tasks.

To apply, please send a CV and covering letter to richardbailey@cameronbroom.com