**STARK INTERNATIONAL**

SAMPLE DEPARTMENT ASSISTANT

Stark Carpet specialises in machine made, as well as custom designed carpet and rugs for both the residential and contract markets. A recognized leader in the sector and a source of inspiration to designers demanding the highest quality, Stark continues to explore the world markets for new, innovative ideas, qualities and designs.

**Title:** Sample Assistant

**Reports to:** Sample Dept Manager

**Working Days**: 2.5 Days a week (flexible hours)

**Based at:** Chelsea Harbour Design Centre

As a sample assistant with STARK, you will play a key role in ensuring the department runs efficiently. Maintaining the highest level of standards, you will be responsible for responding to daily sample requests, managing stock levels and helping to keep the showroom organized.

**Responsibilities and accountabilities:**

* Cutting/trimming/relabelling/chaining samples
* Hang up samples/blankets
* Take post to Post Room
* Bringing brochures/bags up from stockroom
* Assisting Account Managers with tasks if needed
* Odd jobs around the showroom (such as repair work on screens, hoovering, tidying etc.)
* Accepting and unpacking larger deliveries
* Wrapping rugs/boxes/samples ready for delivery
* Assist with sample/box requests
* Assist with Holiday Cover in Sample Dept
* Handling Showroom Inventory Rugs

**Skills and Requirements**

* Physically able to handle carpets & rugs in the showroom
* Excellent Organizational skills and efficient with systems
* Must be an excellent multi-tasker and be able to work well in a busy environment under pressure, with a team
* Ability to prioritize & to communicate professionally, with a keen eye to detail
* Well-presented and excellent spoken English
* Proficient IT skills including experience using Microsoft Windows and the Office package including: Word, Excel and Outlook.
* Clean Driving License and confident driver

Apply with your CV to Henriette Danel – Henriette@starkcarpet.co.uk