

THE ROMO GROUP

Sample Department Assistant

Design Centre Chelsea Harbour

ROMO, a leading privately-owned **textile and wallcovering design house**, is looking for an enthusiastic and proactive **Sample Department Assistant** to join our flagship showroom based at the **Design Centre Chelsea Harbour, London** on a **part-time basis covering two to three days per week** (Thursday and Friday necessary).

Family run since 1902, The Romo Group specialises in the supply of **furnishing fabrics and wallcoverings** to both the domestic and contract markets. There are currently **6 design houses** operating within The Romo Group, each with its own unique style. For more details about the company and our brands please visit: www.romo.com.

The Sample Department Assistant will work within the showroom team to ensure the showroom runs **smoothly and efficiently**. Whilst **maintaining high standards of organisation**, you will be expected to **support with the day to day** running of the showroom sample department. The successful candidate should be **friendly, proactive and helpful with a keen interest in textiles and the interiors industry**. **Previous experience is preferable but not essential**.

Main responsibilities:

- Preparing sample packs for customers
- Ensuring the sample library is kept up to date on a daily basis
- Dealing with customer enquiries and sample orders efficiently and promptly
- Supporting and assisting colleagues, helping clients where necessary
- Support with the day to day running of the Showroom, ensuring it is well presented at all times
- Being knowledgeable and familiar with products, being able to offer an effective and accurate answer to customer questions

Skills and Experience:

- Excellent communication skills, with outstanding English language, written and spoken
- Active interest in interior design or textiles with a creative eye
- Be highly organised and able to prioritise
- Good attention for detail
- A proactive team worker with a flexible attitude and the ability to use one's initiative
- A friendly and welcoming approach with outstanding customer service skills
- IT competent with the ability to use Microsoft Office: Word & Excel
- Previous experience in a similar role/ the interiors industry is desirable but not essential
- The successful candidate will have a positive 'can do' attitude, will be well presented and enjoy working as a member of a busy, proactive team.

Salary dependant on experience

If you believe you have the relevant skills that match our role, **please submit an up to date CV and covering letter demonstrating your experience and interest in this role**. Please email these to recruitment@romo.com for the attention of the Showroom Manager.