

COLEFAX AND FOWLER

Colefax and Fowler is a leading company in the furnishing fabric and wallpaper industry. Within the group there are four brands; Colefax and Fowler, Jane Churchill, Manuel Canovas and Larsen. The company sells fabrics and wallpapers to interior designers and retail shops in the UK. In other markets, products are promoted and sold via agents, showrooms and distributors.

Title: Sewing Room Assistant

Department: Sewing Room 118 Garratt Lane London SW18 4DJ

Reporting to: Eimear Teague, Samples and Sewing Room Manager

Salary: £TBC

The Role

The company is seeking a Sewing Room Assistant (maternity cover) to primarily prepare, make and dispatch Hanger and Carries which will be displayed in showrooms worldwide. The department work to a weekly target based on demand, and will make and dispatch up to an estimate of 500 hangers/carres a week. The ideal candidate will also make new collection 'travel kits', showroom display lengths and support the samples department when needed.

Key Tasks

1. Folding fabric to specific measurements and securing into headers.
2. Over-locking lengths of fabric, and attaching waterfalls to hangers using industrial sewing machines.
3. Over-locking and sewing fabric to make new collection showroom display lengths.
4. Working in a fast pace and concise manor to meet daily deadlines and personal targets.
5. Attention to detail is essential, as well as working well within a team by responding to instruction positively.
6. Responding to all internal email queries.
7. Reporting to the Sampling Manager and Supervisor, and communicating information within the team.

The Ideal Candidate

An interest, or experience within the industry is preferred but not essential. The most important attributes are experience using an industrial sewing machine and over-lockers. The ability to work as part of a team is essential. The Sewing Room consists of 4 staff member, so communication and working together to meet deadlines is a daily requirement.

To apply, please send your CV and covering letter to eimear.teague@colexfax.co.uk