****

**Showroom Assistant.**

We are looking for an enthusiastic Showroom assistant to join our friendly team based in Chelsea Harbour Design Centre. This is a varied role suited to someone who has a keen and genuine interest in working closely with interior designers on a daily basis. The successful applicant will have proven experience which they are keen to develop.

**Key Responsibilities**

Reporting to the General Manager, you will be responsible for:

•Providing a high level of customer service to all showroom visitors and clients, and following up on client visits to nurture relationships.

•Briefing sales representatives on ongoing client projects to drive sales.

•Maintaining high standards of presentation in the showroom. Assist in the development of new schemes for the showroom each season.

•Ensuring the sample library is kept up-to-date at all times.

•Assist in the planning and execution all events within the showroom in addition to external trade shows.

•Ad hoc support to the sales team.

•Interest and experience of interior design, and textiles.

•Proven experience in providing excellent customer service, able to provide a high level of product knowledge whilst also creating enthusiasm for the products and brand.

•Strong admin and IT skills including Outlook, and Excel.

•Strong communication skills, fluent in both verbal and written English.

•Ability to work independently, as well as part of a busy team.

•Can prioritise and stay organised whilst working in a busy environment.

•A fast learner who can be highly adaptable.

Salary negotiable, dependant on experience.

References required.

Please forward your CV and introduction letter to Joanna@foxlinton.com.

Thank you.