

Soft Furnishings Sales Consultant

We are looking for an experienced soft furnishings sales consultant to join our small interior design firm in South East London. The chosen candidate will be friendly, organised and proactive with at least 3 years retail experience and a good knowledge of curtains and soft furnishings.

Susan Clark Interiors specialises in full home renovations and project management. From architectural drawings, to the last lick of paint, we manage every stage of a project. Whether a full build, a single room, providing joinery or soft furnishings, we assemble and manage the best teams and products.

Our shop and showroom in London SE3, is filled with vintage and antique furniture, soft furnishings, cushions, lighting, and a wonderful range of cards, home accessories and gifts.

This is an exciting part-time opportunity for someone with a passion for design and interiors, who is available to work flexible days throughout the week to include Saturdays.

The chosen candidate will be confident to work both independently and as part of our small design team to assist with the project management of all soft furnishing orders.

Responsibilities will include:

- Providing customers with curtain and soft furnishing assistance.
- Generating quotations and invoicing clients.
- Processing orders and managing deliveries.
- Organising check measures and final installations of curtains and blinds.
- Assisting with the day to day running of the shop and showroom, ensuring a high level of customer service.
- Assisting the design team with research and admin as required.

Requirements for this role:

- At least 3 years retail experience with strong commercial awareness.
- A good knowledge of curtains and soft furnishings.
- Available part time including Saturdays.
- Well presented, friendly and approachable, with a can-do attitude.
- IT literate and confident using Microsoft Office including Excel and Outlook. Experience of using Estimac is desirable but not essential.
- Highly organised with excellent administrative skills.
- Fluent spoken and written English.
- Clear communicator with great interpersonal skills.
- A clean drivers license is desirable but not essential.
- Within easy commute of Blackheath / Greenwich.
- A bonus if you can make a great cup of coffee!

If you are interested in applying please send your CV and covering letter to sales@susanclarkinteriors.com