

**Interiors Showroom Assistant**

We are looking for a talented and creative individual who possesses a passion for interior textile design, primarily focussing on exceptional customer service skills. The aim of this role is to generate business through effective service and contribute to the daily running of the showroom. The role requires a candidate with high energy, ready to perform a range of administrative tasks, as well as ensuring that the showroom’s high standard of presentation and efficiency is maintained.

Key Responsibilities:

* Execute a high level of customer service
* Project management
* General showroom administration including scheme requests and sample re-stock
* Meet and greet customers, assist them in creatively fulfilling their design briefs
* Supporting other staff members in the daily running of the showroom
* Showroom merchandising and organisation.
* Processing fabric and wallpaper orders

Skills Required:

* Has an understanding and appreciation for quality and efficient service to high-end clients
* Has demonstrated an ability to build excellent client relationships through good listening skills and the ability to build rapport
* Excellent organisation and project management skills
* Proficient in Microsoft office
* Passion and enthusiasm for textiles, with a good interior design eye
* Personable, well spoken, and energetic
* Be able to communicate professionally and confidently with clients, on the phone, via email, and in person
* Must be willing to work Saturdays

Working hours:

Full time - 5 days a week with some Saturday work whereby you receive a week day off.

10am-6pm Monday-Friday

10am-5:30pm Saturdays

Location: 110 Fulham Road, London, SW3 6HU

Contact: [fulhamshowroom@colefax.co.uk](mailto:fulhamshowroom@colefax.co.uk)