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**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 both interior designers and trade customers. The successful applicant will have proven experience, which they are keen to develop.

**Key Responsibilities**

* Reporting to the Showroom Manager, you will be responsible for the following:
* 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 that the sample library is replenished 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.
* You would also be required to work at the various trade related events during the year.
* 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 are required.

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

Thank you.