**Showroom Manager – Beaufort Collection**

**Beaufort is renowned for the design and manufacture of window treatments, soft furnishings and their exclusive luxury furniture collection. In the Design Centre showroom, we also represent Leolux, Walcot House and Spere8; which are prestigious furniture, curtain-hardware, and flooring companies**

The role will involve being responsible for the day to day running of the showroom

Day to day customer service in person, over the phone and by email. Assisting customers with advice on window treatments, soft furnishings and bespoke furniture as well as with the other brands we represent in the showroom

Qualify showroom leads and work closely with the showroom manager assisting with follow up, and then through the whole order process from quotation to installation

Liaise with the production team monitoring progress, payments and delivery schedules

Look after the marketing and PR for the London showroom working closely with the PR manager in head office

Assisting the showroom manager with general administration and operational tasks within the showroom

Manage the appearance of the showroom, its general care and upkeep and assist the showroom manager in making periodical changes

**Ideal Candidate**

* Engaging personality with good written & verbal communication skills
* Enthusiasm and interest in the Interior Design Industry
* Open manner and willingness to grow skill-set as important member of the team
* Neat, tidy efficient and organised with excellent time management
* Hard working and reliable
* Problem-solver with good attention to detail
* Computer-literate
* No prior experience in the design and manufacture of window treatments, soft furnishings and furniture is required, but a readiness to learn about this and the other brands we represent is essential

Please send you CV to info@beaufortinteriors.co.uk or feel free to bring it to our showroom