THE DESIGN ARCHIVES

Vacancy for a full time office/showroom administrator.

The Design Archives is a fabric company based in World's End Studios, SW10 seeking an enthusiastic and well organised individual. Experience in all technical administration, PR and customer service and the ability to work on own initiative is essential.

The role includes daily admin tasks, keeping the showroom tidy and well-ordered, stocked with necessary samples. You must be flexible, with good computer skills (Excel, Word, CRM systems, Mailchimp), accommodating and eager to turn your hand to whatever is required, as no two days are the same. It is an engaging atmosphere and an exciting time in the company for someone to forge a role that has potential to grow as the company expands.

Salary commensurate with experience. Please email danuta@thedesignarchives.com