Showroom Assistant

We require a part time 3 day week person for our showroom in the Design Centre.

This person will need quite a few skills, to make the position work for both them and us.

The Job Description is as follows:

Applicants should be able to work independently, being self motivated and confident.

The position in the showroom would be to assist clients in their selection of fabrics, offering advice and sampling.

To regularly re-stock for cuttings and every day items as required.

To be able to plan ahead, for display and marketing of showroom events, notably London Design Week, and Focus.

To keep our ground floor showroom, as a 'stylish' destination for clients and visitors.

Our showroom is busy, but there are times when other duties as listed below, should be undertaken.

Social Media, updating Mailchip, Instagram and Twitter, with interesting articles.

Photography of collections for the above media activities.

Keep in regular touch with the 'House' magazines, offering cuttings and information on new collections.

Some knowledge of textiles and our industry would be helpful.

Please send CV to Cliff Mitchell [cliff.mitchell@chase-erwin.com](mailto:cliff.mitchell@chase-erwin.com)