

**Showroom Assistant/Sales Administrator at Jennifer Manners Design, London**

Jennifer Manners Design is a design studio specialising in elegant, timeless handmade rugs. With a particular focus on craft and colour, every Jennifer Manners rug is skilfully handmade-to-order and is the result of a true collaboration between our design team, artisan weavers and the client. We work mainly with interior designer and architects on some of the world’s most impressive and iconic projects - both residential and commercial.

An exciting opportunity for a Showroom Assistant/Salesperson has arisen as the Studio moves into a new flagship space at DCCH (Design Centre Chelsea Harbour). The ideal candidate will have a minimum of 2-3 years experience within the luxury interiors sector, ideally within textiles or rugs, and can demonstrate strong customer service skills and have a can-do, team-player approach.

The role is multi-faceted and fast paced and would suit someone who is comfortable working both independently and as part of a team and without a great deal of a ‘normal,’ everyday routine.

Key Responsibilities Include:

* Help manage the day-to-day running of the showroom including monitoring supplies and ensuring the showroom meets the high standards of a neat, tidy and welcoming space
* Welcoming clients into the showroom and ensuring they have questions answered and samples provided when required
* Assisting on photo shoots
* Supporting with sales inquiries and quotes; updating clients on current orders/after sales service
* Helping at events and showroom presentations
* Supporting sample requests/press loan requests
* Organising couriers, shipments and coordinating product loans for clients

Skills Required:

* Initiative-taking attitude and a solutions-based approach to problems
* Fast learner with organised work strategy
* Warm and welcoming demeanour
* Team player who is happy to embrace learning about rug production and the UK luxury interiors market
* Computer skills such as Excel; some Photoshop essential

Please direct applications with letter and CV to info@jennifermanners.co.uk