

COLEFAX AND FOWLER

Interiors Showroom Assistant – Chelsea Harbour

We are looking for a talented and creative individual who possesses a passion for interior textile design, primarily focussing on exceptional customer service skills. The aim of this role is to generate business through effective service and contribute to the daily running of the showroom assisting trade customers in their design scheme requirements. The role requires a candidate with high energy, ready to perform a range of administrative tasks, as well as ensuring that the showroom's high standard of presentation and efficiency is maintained.

Key Responsibilities:

- Execute a high level of customer service
- Building fabric design schemes for high end interior design trade customers
- Meet and greet customers, assist them in creatively fulfilling their design briefs
- General showroom administration including scheme requests and sample re-stock
- Supporting other staff members in the daily running of the showroom
- Showroom merchandising and organisation

Skills Required:

- A fantastic design eye with a passion for interior textiles
- An outstanding ability to build fabric schemes for clients with experience in working with fabric textures and colour combinations
- An understanding and appreciation for quality and efficient service to high-end clients
- Can demonstrate an ability to build excellent client relationships through good listening skills and the ability to build rapport
- Excellent organisation and project management skills
- Proficient in Microsoft office
- Passion and enthusiasm for textiles, with a good interior design eye
- Personable, well spoken, and energetic
- Strong ability to communicate professionally and confidently with clients, on the phone, via email, and in person

Working hours:

Full time - 5 days a week with 9:30am-5:30pm Monday-Friday

Location: G2 Chelsea Harbour Design Centre, London, SW10 0XE

Contact: Chelsea.dc@coifax.co.uk