

# COLEFAX AND FOWLER

## **Interiors Showroom Assistant**

We are looking for a talented and creative individual who possesses a passion for interior design. The primary focus of the role will be to assist retail clients with Colefax and Fowler's product range as well as the bespoke soft furnishing services we offer from the showroom; it will also involve a range of administrative tasks.

### Key Responsibilities:

- Assist clients in creatively fulfilling their design briefs
- Processing retail orders
- Dealing with a range of telephone enquires
- Project management of bespoke orders
- General showroom administration including sample re-stock
- Showroom merchandising
- Assisting with the daily running of the showroom.

### Skills Required:

- An understanding and appreciation for quality and efficient customer service
- A demonstrated ability to build excellent client relationships through good listening skills and the ability to build rapport
- Excellent organisation skills
- Passion and enthusiasm for textiles and interior design
- Personable, well spoken, and energetic
- Be able to communicate professionally and confidently with clients, on the phone, via email, and in person
- Any interior design training or experience would be beneficial

Saturday work is an essential part of this job so any candidate must be willing to work Saturdays.

### Working hours:

Full time - 5 days a week with some Saturday work whereby you receive a week day off.

10am-6pm Monday-Friday

10am-5:30pm Saturdays

Location: 110 Fulham Road, London, SW3 6HU

If you would like to apply for the above role please email your CV and cover letter to:

[fulhamshowroom@colefax.co.uk](mailto:fulhamshowroom@colefax.co.uk)

Portfolios welcome but not required.