**The Design Archives**

**Showroom Administrator - Job Description**

The Design Archives is a fabric company based in World’s End Studios, SW10. We are recruiting for a Showroom Administrator to work 3 days a week; hours 09.00 - 17.00.

The role and skill set involves assisting both the Managing Director and the Sales Office Administrator with daily varied admin tasks in the showroom plus a number of social media/marketing responsibilities. The ideal candidate will have a proactive, flexible attitude and be eager to turn their hand to whatever is required. We are looking for someone who is interested in interiors and keen to work in the textiles industry, with a view to progressing with the company as it expands.

RESPONSIBILITIES INCLUDE:

Admin

* Taking charge of the sample inventory and sending out sample requests
* Responding to enquiries via email and phone
* Raising invoices for domestic and export orders
* Liaising with our warehouse and suppliers

Marketing

* Taking charge of the company’s social media accounts
* Creating and sending out regular Mailchimp newsletters
* Small website updates
* Assistance with in-house marketing materials such as brochures, postcards etc
* Providing support to our external PR

Other

* Greeting and assisting clients in the showroom (when restrictions are lifted)
* Keeping the showroom organised and tidy

REQUIREMENTS:

* 6+ months admin experience in a similar environment (textiles/interiors showroom)
* Retail experience also beneficial
* Experience using Mailchimp; ability to create visually interesting, brand-aligned Instagram content
* A good basic knowledge of textiles is essential
* Excellent written and verbal communication skills
* Excellent Microsoft Office skills
* Available to start work in early March

Salary commensurate with experience. Please email your CV to info@thedesignarchives.com