

SAMUEL & SONS



Job role: Office Assistant

Location: Harbour Yard, London, SW10

Full time, Monday to Friday 9.30 till 5.30

Salary: Dependant on experience

Samuel and Sons is seeking a full time Office Assistant to join its dynamic client services office in London. The role will focus on sample order fulfilment, client relations, telephone and email administration and processing support to our sales team and clients.

Previous experience and knowledge of administration in a multi-tasking environment is required. The successful candidate would be enthusiastic with a can do attitude and a "hands on" approach. They will have impeccable attention to detail and be highly organised with the ability to work under pressure in this busy role.

Samuel and Sons opened its UK flagship showroom in March 2013 having built a reputation in the USA as the go to company for trimming within the high end interior design industry. As a luxury business we pride ourselves on our innovative designs and products as well as our customer service, commitment to after sales and our work ethics. We are looking for a new member of staff to join the Samuel and Sons family who is friendly, personable, is customer service driven and administratively capable with a willingness to complete any task given to them.

Key Responsibilities:

- Providing outstanding customer service to our clients
- Processing all sample enquiries via email and telephone
- Fulfil all sample requests daily
- Maintaining and replenish the sampling department with new collection samples, regular inventory checks as well as regular housekeeping and organising of the department
- Supports the client services department and outside sales teams in all areas of sampling processing and trade sales administration
- Liaising with our showroom and/or USA distribution sites regarding sampling queries
- Organising and managing the daily post and the daily consolidation shipments from our warehouse
- Ordering and managing the stationary for the office
- Answer the telephone, emails and all ad hoc duties to support the office
- Using our internal systems efficiently as well as Microsoft Office

To apply for the vacancy please contact **Emily Peacock via email** (emily@samuelandsons.co.uk) with CV's and Cover Letter. **PLEASE NOTE THIS POSITION IS NOT AN INTERIOR DESIGN OPPORTUNITY**