



Showroom Assistant

George Spencer Designs is an international supplier of wallpapers, fabrics and trimmings.

Our busy office in Chelsea Harbour is now in need of some extra support, and we would like to recruit an Assistant whose main role would be to manage the smooth running of our sample department. It will include sending samples out to designers, co-ordinating delivery of new sample wings to our overseas distributors, working closely with our showroom manager. Other duties will include answering the phone, stationery replenishment and keeping the showroom tidy.

Please apply if you like colour and design, are prepared to work hard, are willing to learn and enjoy working as part of a team.

This roll is full time Monday to Friday with very occasional weekend work working from our Chelsea Harbour showroom

Requirements

Good command of the English language both oral and written.

Microsoft Office skills, particular basic Excel skills

Attention to detail

Highly organised

Good at teamwork

An interest in design and colours

Salary £20,000

To apply for the vacancy please contact Jo Hughes; Jo@georgespencer.com with CV's and Cover Letter. PLEASE NOTE - there is no interior design work done at George Spencer Designs