Phillip Jeffries has emerged as the industry leader in natural, textured and speciality wallcoverings. A family-owned company founded in 1976, it works hand in hand with skilled artisans to create the interior design world’s most beautiful and sought-after wallcoverings.

Job Description: Temp Sample Assistant / Librarian in our Harbour Yard office

General duties and responsibilities

* Register new projects and prepare sample requests.
* Own sample replenishment process.
* Maintain organization of memo inventory.
* Organize existing sample catalogs and memos.
* Assist with seasonal roll-out of new collections.
* Assist with customer service responsibilities by inputting client sample orders / courier tracking numbers and communicating with clients, agent, partners and sales team  via phone/email
* Support Inside/Outside Sales team by following up on sample order and offering alternatives where applicable.
* Detail– oriented, organized and able to multi task
* Knowledge of Excel and Word
* Able to communicate using Teams and Zoom
* Support the Sample Department with daily tasks

-What sort of personal traits and skills are you looking for?

The candidate has to have: can-do attitude, team-player, upbeat, energetic, organized and able to start right away. Able to multitask and prioritize in a fast pace environment. Computer literate (CRM, MS Office, Teams and Zoom)

To apply, please send a CV and Cover Letter to: Natasha Naess Operational Manager – [nnaess@phillipjeffries.com](mailto:nnaess@phillipjeffries.com)