The candidate is required to have experience within the interior design supply sector with previous experience of working with fabrics, furniture, soft furnishings. This is a versatile position with many responsibilities that require the highest level of attention to detail, being flexible with the ability to go between projects, great time management, have initiative and be able to problem solve daily. This is a role which will be based in the Chelsea Design Harbour showroom and requires the ability to work alone.

Showroom Sales

* Develop and maintain strong working relationships with existing and new clients over email and phone and in the showroom.
* Ongoing, active outreach with clients to convert leads into sales and generate repeat business.
* Process and handle some UK client orders and general customer enquiries.
* Process and follow up sample requests.
* Process purchase orders in a timely and professional manner with particular attention to detail through to completion of fabric dispatch.
* Liaise clearly with the warehouse and mill on stock availability, dispatch and tracking of orders, through to client delivery.
* Maintain client contact for monthly reports.
* Process weekly reports for sales reps.
* Be a team member, help with anything that may be asked of in the office environment.

Showroom management

* Assist all visiting clients with general enquiries, sample requests and with an eye and attention to detail assist with scheming fabrics for client projects.
* Maintain relationships with clients.
* Respond to phone calls, emails and requests.
* Maintain stock levels of samples, with weekly Replens.
* Responsibility of updating showroom displays and keeping showroom organised and tidy.

Marketing and Press

* Responsible for coordinating new collection launches, including creating copy, designing and executing photoshoots, social media campaign and press coverage.
* Maintain communication with press regarding new releases and publicity in upcoming features and editorials.
* Writing and publishing monthly blog posts and newsletters.
* Management of social media platforms (Instagram, Linked In, Facebook)
* Assist in updating company website for new collections, including photographing and editing new collection lifestyle and product images.
* Responsible for designing and creating copy for fabric collection print and digital brochures and press releases.
* Researching company marketing strategies and manage involvement with surrounding trade events such as Design Week, Focus and other national trade shows.

Key Attributes Required

• Knowledge of the textiles and interiors industry essential.

• Excellent communication skills and confidence in front of clients.

• Self-motivated and practical with your approach at all times.

• Confident in your approach to all situations that may come your way.

• IT Literate.

• Basic knowledge of Sage and Varon is beneficial but not essential.