

# SAMUEL & SONS



Job role: Sampling Assistant

Location: Harbour Yard, London, SW10

Fixed term contract, part time, Monday to Friday 9:30am-2pm / Hours are negotiable

Salary: Dependant on experience

Samuel and Sons is seeking a part time Sampling Assistant to join its dynamic client services office in London. This part time role will initially be on a fixed term contract until the end of the year with the possibility of being extended or becoming permanent a possibility. The role will focus on sample order fulfilment, sample replenishment, inventory, sample room administration and housekeeping.

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
- Fulfil all sample requests daily
- Fulfil all weekly replenishments
- 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, sales teams and office assistant with day to day sampling jobs
- Liaising with our showroom and/or USA distribution sites regarding sampling queries
- 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](mailto:emily@samuelandsons.co.uk)) with CV's and Cover Letter. **PLEASE NOTE THIS POSITION IS NOT AN INTERIOR DESIGN OPPORTUNITY**