**Showroom Roles**

GP&J Baker is a fabric design and wholesale company based in the United Kingdom, founded in 1884.  The company designs and sells luxury fabric, wallpaper and accessories from its brands; GP&J Baker, Baker Lifestyle, Threads as well as Kravet, Lee Jofa and Brunschwig & Fils.  In addition, the company also produces luxury fabrics, wallpapers and accessories under licence for Mulberry Home.

GP&J Baker has been the proud holder of Her Majesty the Queen’s Royal Warrant since 1982 in recognition of the supply of GP&J Baker fabrics and wallcoverings to the Royal household.

We are excited to be expanding our showroom sales team in Chelsea Harbour and if you are creative and flexible with a flair for interior design and textiles we would love to hear from you.

We are looking for;

***Showroom Administration***

The role supports the Showroom Manager and London Sales Manager, providing administrative support such as diary management, creating and maintaining databases, answering email and the phone, handling general enquiries and ad-hoc administration tasks.

You must be presentable, confident and enthusiastic with strong organisational skills. Excellent IT skills are essential with knowledge of/ability to quickly learn the Google G-Suite applications. You will enjoy dealing with people and have a keen interest in and knowledge of Interior Design and textiles. Some relevant experience in a similar role would be advantageous.

Vacancy 06/21

Both roles are Monday to Friday 9.30 am to 5.30 pm with a requirement to work occasional additional hours or days to suit the needs of the business; for example during trade shows.

Competitive salary and benefits dependant on skills and experience.

If you are interested in either of these positions please forward your CV, indicating which position you are applying for, to: HR Manager, GP & J Baker Ltd, 6 Stinsford Road, Poole, Dorset, BH17 0SW  or via [careers@gpjbaker.com](mailto:careers@gpjbaker.com)