

Jennifer Manners Design - Office / Showroom Support Role:

Jennifer Manners Design is looking for an energetic, detail-oriented and friendly person to join our fast-growing team in our Design Centre Chelsea Harbour showroom.

The entry-level role is varied with no two days being the same. We work with the most high-end interiors specialists in the UK, US and globally providing made-to-order rugs for their projects. Keeping these clients updated on orders and samples and coordinating with suppliers is key to the role.

Jennifer Manners is a multi award-winning rug design studio that prides itself on innovation and next-level service. This position is suitable to someone able to juggle multiple tasks and comes with a positive, energetic approach to work.

The role involves:

### Maintaining a professional and positive attitude with clients

### To provide exceptional customer service and a go-beyond approach

### Prepare samples and tuft samples to be posted to clients and following up to ensure samples and quotes have been received as requested

### Organising and maintaining our samples library and all marketing collateral

### Coordinate press loans, inclusive of courier management

### Experience with social media, office-based software packages/ Photoshop a plus!

### Help to plan and coordinate events and Design Week / Focus plans including showroom displays

### To act as liaison with designers with whom we are collaborating

### To assist on photoshoots

### Maintaining the appearance and cleanliness of the showroom

### Attend and contribute to team meetings to review sales progress, discuss and troubleshoot issues and suggest improvements

You will be based at Chelsea Harbour – Monday to Thursday 9:30 am – 5:30 pm but may be required to work later and the odd weekend when we are participating in shows, etc.

Please send your CV and covering letter to: charlotte@jennifermanners.co.uk

[www.jennifermanners.co.uk](https://protect-eu.mimecast.com/s/_ZFkC59oEhVDy1i8xfvY)