

Location:

Our showroom based at the end of the Kings Road SW6 in the Chelsea Design District, you will also be required to visit interior designers offices and clients homes.

Showroom Address: 2 New Kings Road, London, SW6 4SA

Five minute walk from Fulham Broadway Station (District Line) and served by multiple bus Routes

Hours: Five days per week 10.00 – 17.30 and every other Saturday with a rota day in the week occasionally you would be required to start earlier or work a little later.

Salary depending on experience

The role is a mixture of sales and administrative duties and include the following

Key responsibilities include:

- Generating sales from showroom and finding new business
- Managing product data (stock levels, pricing, images etc.) on both internal systems and multiple online sales platforms including Wordpress (with WooCommerce sales) and Shopify
- Monitoring basic functionality and accuracy of website and customer resources
- Managing the CRM (customer) database
- Providing customer service on the phone, by email and in person
- Processing sales
- Maintaining the appearance and cleanliness of the showroom
- Handling rugs e.g. showing/rearranging stock, loading/unloading deliveries, creating displays

Requirements

We are looking for an individual with a can-do attitude and a genuine interest in our product and interior design.

Good social skills are essential as you must be able to form a friendly rapport with clients, listen to their needs, and problem solve to generate sales. You will also need to be organised and methodical

It would be beneficial if candidates had several of the following:

- Experience in a customer facing role (ideally sales)
- Experience in an industry relating to Art and Design, Furnishings, or Interior Design
- Experience in admin, in particular managing stock
- An understanding of the nature of a small business
- An artistic eye and flair for design
- High levels of literacy and numeracy
- Computer literate- experience in Microsoft Excel and Ecommerce Platforms (particularly WordPress or Shopify) would be beneficial

- Well organised
- Polite, friendly, and articulate
- Perceptive, quick learning and adaptable
- Committed to achieving the aims of the business
- Full clean driving licence.

Benefits

Being part of a small company such as Bazaar Velvet can be an extremely rewarding experience. You will be part of a small team and working in a friendly supportive atmosphere. Furthermore, you will be involved in many different aspects of the business, which is a great way to develop a broad range of skills. This also keeps the role fresh and exciting, buying trips and travel will also be possible. This is a fantastic opportunity to make a big difference to a small business that is looking to expand and therefore you can become part of the journey.