**Soft Furnishings Sales & Buying Assistant**

West London

Ateliers Studio is a British designer and manufacturer of bespoke drapery, specialising in luxury handmade curtains, blinds and soft furnishings individually tailored to client’s specifications.

Working with leading interior design professionals and architects, we pride ourselves on an unrivalled high-end bespoke offering and an exceptional skilled service team, providing comprehensive installations throughout Private Residences, Boutique Hotels and Luxury projects worldwide.

**The Role**

Due to the growth of the business, we are seeking an exceptional, confident and enthusiastic individual to join our friendly and dynamic soft furnishings sales & buying team in West London.

Working on an exciting mix of projects, you will be involved in a variety of duties, including procurement, administration as well as managing the process and completion of sales orders and with the production departments.

With a strong work ethic, excellent organisational skills and ideally a background in luxury soft furnishings or fabrics, you will have impeccable attention to detail, with the ability to work under pressure in this exciting role.

Reports to: Head of Interiors

**Key Responsibilities and Duties**

* Provide outstanding customer service to our Trade clients
* Manage and administration of sales and supplier orders
* Trade sales support
* Liaising with external suppliers to support merchandising of the Trade showrooms
* Maintaining and monitoring the showroom fabric library and samples
* Showroom management and displays
* Stock management, including sample loans and returns
* Liaising with marketing Team for product updates/releases
* Manage all aspects of logistics/shipping of procured items and samples.
* Operating and updating the ERP system.
* Liaising with Sales and Production to ensure clear and completed sales handover details are submitted for manufacturing.
* Liaise with key suppliers, ensuring samples and supplier details are regularly updated.
* Responsible for the overall management and control of sales order procurement and handover packs to the Workshops.
* Being proactive in the planning of work to ensure any potential problems are avoided.
* Hands-on approach to all aspects of the role.
* Implementation of good housekeeping.

**Skills & Experience**

* Exceptional organisational skills with the ability to manage and provide support where required.
* Excellent communicator, with a high level of numeracy and literacy in English.
* Excellent time keeping and ability to meet deadlines.
* Ability to work under pressure both individually and as part of a team.
* Demonstrate a desire for self-improvement and enthusiasm to learn new skills.
* Ability to work on a variety of projects simultaneously.
* Good knowledge of either SAP, ERP, CRM and standard IT systems, including Microsoft Office

To apply, please provide a cover letter with your current CV and why you think you are perfect for this role?

careers@ateliersstudio.co.uk

\*No Agencies please