**Project Manager**

**Full Time – Monday to Friday Permanent**

**Location: London SW10**

**Salary: £Based on Experience**

Fameed Khalique provides the most luxurious surface materials in the world to architects, designers and private clients. We work internationally on projects that include super-prime residential properties, yachts, cruise ships, luxury hotels and world class retailers. You will play a key role in the delivery of these projects offering exceptional levels of support and service to our sales team and clients.

We are looking for an energetic, super-efficient and ambitious Project Manager to join our exciting company. This is a new role which combines operational support, logistics, order processing & executive administration. The role will suit a highly organised and efficient individual who has an interest and experience in the interior design world. Working directly with the Founder/Creative Director, Fameed Khalique you will work to ensure the smooth running of his office and projects. Therefore, your experience must include support at Director level with logistics in a showroom environment. In return the role offers exciting challenges and lots of variety.

**Key Responsibilities:**

* Working with some of the most important design firms in the world. You will respond promptly to enquiries, liaise with clients on projects; tracking orders and samples and generally manage projects to completion.
* Supporting the Creative Director to secure prestigious projects: you will be their go-to person for product information, sample requests, generating invoices and orders and fulfilment.
* Be able to work across multiple projects simultaneously and dealing with many different suppliers, keeping good relationships and building new ones.
* Managing all aspects of shipping and forwarding including all samples/orders to do with his projects. .
* Helping maintain the exceptionally high standards expected of a luxury-brand. This includes being the Right Hand and Gatekeeper to the Creative Director welcoming his clients and delivering a positive customer experience at every opportunity.
* You will also play a part in driving the profitability of the business by keeping costs down, whilst ensuring our client’s expectations are exceeded.

**Key Skills & Experience:**

* At least 2/3 years experience of working in an interiors/ procurement/project management environment in a similar role (with multiple product lines an advantage).
* Strong understanding of how the interior design industry works and a keen interest in interiors.
* Highly organised with exceptional attention to detail. Skilled problem solver with the ability to work as a team and individually.
* Extremely capable at multitasking and working under pressure in a demanding and dynamic sales environment.
* Able to quickly learn and retain a great depth of product knowledge.
* Excellent and fast computer skills including a good working knowledge of Microsoft Office (particularly Excel). Experience with CRM software will be an advantage.
* Excellent communication skills (written and spoken).
* A real team player who recognises that targets are there to be met for the business as a whole.

**Benefits:**

* Discretionary Bonus Scheme
* Employee Discounts

Being part of a small, ambitious company there is plenty of scope to grow within the role depending on the skill set of the successful candidate.

**Please note that this role is an administrative role and therefore not suitable for an interior designer or for candidates looking to become interior designers.**

Please email applications to recruitment@fameedkhalique.com with a brief covering letter. This should tell us what differentiates you from the crowd as a brilliant team member and what you can bring to the role.

Please note due to the high number of responses expected we will only contact you if we would like to progress your application.

**We are fully committed to the promotion and advancement of a diverse workforce.**