



## **RIVIERE – SHOWROOM ASSISTANT**

Riviere is looking for a new member to join our dynamic team here in London. If you have excellent communication and administrative skills, love to deal with people on all levels, are passionate about working with the luxury interiors products and have some industry experience please get in touch with your CV; email [info@riviererugs.com](mailto:info@riviererugs.com)

This role will work closely with our team across administration, procurement, and managing samples library. Responsibilities will also include arranging logistics and sales support.

Start date: ASAP

Founded in 2005, Riviere is a well-established family-owned business working at the top end of the interior design industry. We create custom, handmade rugs for several the world's leading interior designers and our collections feature regularly in the design press.

### **YOUR PROFILE**

Enthusiastic team player with good interpersonal skills

Good communicator, written and spoken, completely fluent in English.

The ability to work well within a team and 'muck in'.

Ability to multitask, and take the initiative in solving problems, able to handle stress of deadlines, and to focus on priorities

Good basic office skills, excel, database work, photoshop

Knowledge or deep interest in interior textiles and interior design in general.

Experience in a relevant industry.

### **KEY RESPONSIBLE**

Administrative showroom responsibilities

Administrative and showroom responsibilities: Invoicing, book-keeping.

Managing inventory of samples, and colour-boxes, showroom samples display

Responding to client requests via email and phone for samples and actively supporting the sales team in all matters relating to samples.

Assisting clients and helping them with their schemes

Organise deliveries.

Maintaining the showroom high standards

Attend trade shows and industry events when required

On occasion supporting the showroom by working with clients and the customer service dept by answering pricing, stock, and other queries.

Participate in Social Media posts

Salary: £20-24K pa (to be discussed dependent on experience and candidate)