



PAVONI LUXURY LEATHER

Showroom Coordinator

Salary up to 30k depending on experience.

CHELSEA, LONDON

About us

Established since 2005, Pavoni is a passionate and creative 100% made in Italy leather brand servicing high end residential and hospitality sectors in the interior design industry. From headquarters based along the Adriatic Coast in Le Marche region of Italy, Pavoni supply and service Interior Designers in 34 Showrooms globally and prides itself on being the market leader in Luxury Leather.

We are currently recruiting for an ambitious, talented, enthusiastic Showroom Coordinator to join the Pavoni team from September 2022. This very important role will provide the backbone of support required to enable the success and growth of our new flagship store opening in the Chelsea Design Centre.

You will form part of Team Pavoni, a dedicated, passionate, and service driven company. You will be responsible for supporting the Showroom/National Sales Manager in the day-to-day smooth running of the showroom playing an important role in contributing to its success. It is important that you are eager to learn, develop and grow with the business so a passion for what you do is vital.

Key areas of responsibility (not exhaustive)

- Deliver exceptional customer service to showroom clients face to face and over the phone
- Daily liaison with colleagues at Italian HQ to ensure optimal productivity, service, and team collaboration.
- Daily showroom maintenance
- Supporting client's design application needs with product knowledge
- Maintaining floor sampling and sample room inventory
- Satisfy client sampling requests
- Supporting showroom events
- Booking client presentations

What we're looking for:

- Previous experience in the interior design industry preferred
- A passion and flair for luxury interiors
- An understanding and appreciation for quality and service to high end clients
- A proactive approach and positive attitude
- A strong desire to gain experience in the industry
- Excellent verbal and written communication skills



- Proficient IT skills
- The ability to multitask and think on your feet
- A natural relationship builder, quick to establish a rapport
- Strong customer service skills with the ability to communicate at all levels
- Versatile and adaptable
- An eye for detail
- London based preferred
- High standards of personal presentation
- Ability to work independently and as part of a team
- Quick learner with an interest in leather and its application

Full product knowledge will be provided.

Normal working hours Monday – Friday 9.30am – 5.30pm. May be required to work outside of normal working hours on occasion in line with business requirements, including occasional weekend work, therefore flexibility is a must.

This is an outline Job Description, employees will be expected to work as part of a team and undertake any other ad hoc duties commensurate with the role to ensure the Company's ongoing quality standards of service.

Please apply in writing with your CV and covering letter to hr@pavoni.com