

THE DESIGN ARCHIVES

WE ARE HIRING!

THE DESIGN ARCHIVES is the brainchild of Sharon Crowson whose family business, Crowson Fabrics, established in 1978, became one of the world's leading producers, designers and suppliers of home furnishings. Sharon has taken on the huge archive of designs curated by her father and is now creating a series of collections bringing to life some of the archive's most beautiful designs. Printed on quality base cloths, all fabrics are developed and produced in the UK.

Role: Showroom Administrator

The Design Archives is looking for a full time Administrator to assist with the daily tasks in our Chelsea Showroom. We are looking for a hardworking, self-motivated candidate who can take initiative and is proactive in problem solving as well as general showroom upkeep.

Admin:

- Managing all sampling – sending out daily sample orders, keeping sampling organised, regular stock counts, ordering sampling when needed
- Dealing with daily requests and enquiries via email and phone
- Processing orders and raising invoices for domestic and export orders

Marketing:

- Liaising and supporting our external PR
- Creating and scheduling content for our social media channels and managing social accounts (namely Instagram)

Requirements:

- Excellent administration skills and telephone manner
- Basic marketing, social media and graphic knowledge
- Great communication and organisation skills
- A good knowledge of the Microsoft office package

- Sales and accounts experience preferred
- Good knowledge of textiles/fabrics preferred

Available for immediate start

Working hours: 9am-5pm – Monday-Friday

Please email info@thedesignarchives.com with your CV and covering letter.