



Dedar London Sample Dept

Dedar London has a showroom and office in Chelsea Harbour. We are looking for a new member of our sample dept to work full time in Harbour Yard.

As a luxury fabric company, with an international reputation for the best in design and quality this department is crucial to our success in the UK. We send out over 1000 small samples a week, make up special packages of samples, and generally offer a support service to our very special clients.

Key responsibilities

Responding to client requests via email and phone for samples.

Managing inventory of samples, sample books, display lengths etc.

Maintaining and building good relationships with key clients by exceeding their expectations.

Actively supporting the sales team in all matters relating to samples.

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

Ensuring that all daily sample requests are sent within 24 hours.

Your profile

Enthusiastic team player with good interpersonal skills

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

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

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

Some work experience in a relevant industry.

Salary range is £20k to £25K, hours are 9am to 5.30pm, with 25 days per year holiday.

Please apply in writing, sending your CV and covering letter to g.allman@dedar.com