

HOLLY HUNT

Part Time Junior Showroom Assistant Role (2/3 Days a week)

Reports To: Showroom Operations Co-ordinator and General Manager

DESIGN MATTERS!

We offer the best of class in interior furnishings, design and quality in the best showrooms because *design matters!* Living and working in well-designed spaces enriches one's life experience and just makes living more fun.

Job Summary

The Junior Showroom Assistant is an integral part of the Holly Hunt London Showroom. You must be a confident and enthusiastic team player with a positive attitude towards colleagues and clients and a flexible 'can do' approach to your role. The candidate must be happy to roll up their sleeves and do a bit of everything, with all aspects of support in our Mayfair showroom. An eye for colour and a friendly and warm approach is essential. Taking pride in both your work and appearance is also key.

Showroom Assistant's duties include but not limited to:

- Offering first-class customer service at all times
- Monitoring and replenishing textile and leather sample drawers on a weekly basis
- General Administrative tasks such as updating databases, admin entry and filing
- Organise and source textile and leather samples for client projects
- General showroom upkeep to make sure it's always neat and tidy
- Seasonally refreshing and maintaining textile display lengths
- Maintain London database of important documents including pricelists, client-lists, weekly meeting notes, customer service reports etc
- Keep showroom price tags up to date
- Arrange courier deliveries and post runs
- Assist sales team with freight costings and status
- Answer the phones and pass messages to the team
- Post Delivery; get estimates and facilitate local repairs, co-ordinate with clients or receiving warehouse
- Supporting manager and colleagues in daily tasks
- Be an organised team player
- Acknowledge every client that comes into the showroom
- Making refreshments for customers
- Running errands

Skills:

Ability to multitask
Attention to detail is a must
Excellent communication skills both written and verbal
Proficient in Microsoft Word/Excel/Outlook

This role is part time, 2/3 days a week. This is a junior/starter role, most suitable for a school leaver/student or university graduate.

Monday - Fridays 9.30am-6pm and occasional evenings for client events.

If your interested please send your CV and a Cover Letter to: hlondonjobs@hollyhunt.com