

JASON D'SOUZA LTD

1/6 CHELSEA HARBOUR DESIGN CENTRE LONDON SW10 OXE TEL: 020 7351 4440 FAX: 020 7351 4396
www.jasondsouza.co.uk info@jasondsouza.co.uk

Sampling Assistant – Part Time

Location: Chelsea Harbour Design Centre

Hours: Part-time, Weekdays must include Friday (approx. 28hrs per week)

Salary: Competitive

Jason D'Souza is a prestigious independent fabric company based in the heart of Chelsea Harbour Design Centre for over 25 years. We design and develop our own woven, printed and embroidered collections and work on bespoke custom projects for our elite clientele.

We are looking for a new member of staff to join part-time within our small team. The role will focus on fulfilling sample requests and would suit an organised, practical person with an interest in fabric looking for a part time role or first job. This 'hands on' role requires attention to detail and ability to adapt and at times work under pressure to meet client needs. Desired working hours would be spread across the week and must include availability on Fridays.

The Role:

- Maintain the showroom sample library
- Gathering sample requests
- Logging samples to be ordered on a weekly basis
- Labelling samples
- Sorting and re-stocking sample deliveries
- Cutting samples from fabric stock as required
- Ensuring all samples in the stockroom are organised and well catalogued
- Franking mail
- Running general errands
- Booking & liaising with couriers

Ideal Candidate:

- Basic computer experience
- Some knowledge of fabric/textiles would be advantageous though not necessary
- Organised and methodical
- Self- motivated
- Detail-orientated and conscientious
- Hands-on, quick-thinking, can prioritise
- Works well both independently and as part of a small team
- Energetic (this role is split across different locations: showroom/studio/stockroom)

To apply please send applications to sales@jasondsouza.co.uk. **PLEASE NOTE THIS IS NOT AN INTERIOR DESIGN OPPORTUNITY.**