

SAMUEL & SONS



JOB ROLE: Showroom Assistant

LOCATION: Chelsea Harbour Design Centre, SW10 0XE

Part time: 4 days per week

Salary: Dependant on experience

Samuel and Sons is seeking an enthusiastic and multi-tasking Showroom Assistant with a can-do attitude and a passion for interiors. The role will be based in the Chelsea Harbour Design Centre in the Samuel and Sons showroom and will focus on supporting the showroom administration, sampling fulfilment as well as promoting sales and customer service via assisting our design consultants with their client's needs and projects.

Samuel and Sons opened its UK flagship showroom in March 2013 having built a reputation in the USA as a superior trimming supplier inside the Interior Design residential and hospitality industry. As a luxury business we pride ourselves on our innovative designs and products as well as our customer service, commitment to after sales and our work ethics. We are looking for a new member of staff to join the Samuel and Sons family who is friendly, personable, has a passion for interiors and is administratively capable with a willingness to complete any task given to them.

PRINCIPLE RESPONSIBILITIES:

- Supports the showroom, customers and sales team in all areas
- Works with the team as well as independently on all customer enquiries assigned to them from the Showroom Manager
- Moves between the showroom and office location assisting the teams with sample requests acting as a go between to best assist the clients
- Works independently to maintain the sample department, housekeeping and inventory cycle counting as well as the showroom inventory admin
- Use our internal systems efficiently as well as Microsoft Office
- Maintaining and replenishing the sampling library as well as fulfilling all daily sample requests
- Promoting inside sales and customer service
- Reporting directly to the Showroom Manager

SKILLS, KNOWLEDGE AND EXPERIENCE:

- Microsoft Office Applications
- Previous experience or knowledge of organization & basic administration inside an office, retail business or warehouse
- Organizational and multi-tasking abilities
- Solid communication skills, both written and verbal
- Professional presentation

APPLICATIONS:

Please email a copy of your CV along with a Cover Letter to Emily Peacock
emily@samuelandsons.co.uk