

# Nicholas Herbert Ltd.

Our unique Showroom set in the heart of Chelsea's design hub is the go to for high end furnishing fabric and wallpaper within the national and international market.

This is an exciting opportunity to work within a small and supportive workforce where you will experience all aspects of running a business.

**Title:** Showroom Assistant *12 month maternity cover with the opportunity for a permanent role.*

**Location:** 118 Lots Road, London, SW10 0RJ

**Hours of Work:** Monday – Friday 9:30 – 5:30 with 1 hour lunch break.

**Holidays:** 20 days per annum excluding English bank holidays.

**Salary:** TBC

## The Role

Multidimensional:

- Sampling management.
- Assisting customers with schemes and concepts with a polite and knowledgeable approach.
- Liaising with customers and suppliers.
- Processing orders and sending invoices.
- Dispatching Orders.
- Email and phone enquiries.
- Liaising with our book keeper.
- Maintaining the Showroom aesthetic.
- Creating digital content for our social media channels.
- Other appropriate tasks as directed.

## Skills Required

- A strong desire to gain experience in the industry.
- Confident, friendly with an enthusiastic can-do attitude.
- Administrative skills.
- Active and energetic as this is a hands on job role.
- IT literate with good experience using Microsoft Office.
- Personable with excellent client relation skills.
- Comfortable working in a small team.
- Self-motivated.
- Good at multitasking.
- Strong communicator.
- High level of numeracy and literacy in English.
- London based preferred.

**\*This is not an Interior Design role\***

To apply, please send your CV and covering letter to [enquiries@nicholasherbert.com](mailto:enquiries@nicholasherbert.com)