

FLORA SOAMES

Job Title: London Showroom Assistant Flora Soames

Location: Pimlico Road, London

Reports to: Directors

Employment Type: Full-Time

About Us:

Flora Soames Fabrics is a design-led interiors brand offering a distinctive collection of fabrics, wallpapers, furniture and home accessories supplied to both trade and private clients. Known for our commitment to British craftsmanship, distinctive design and standout customer service, our Pimlico Road showroom sits at the heart of London's design district.

We are looking for an organised, enthusiastic Showroom Assistant to join our small and dynamic team and be first port of call for the day-to-day running of the London showroom.

Position Overview:

Working closely with the team and Directors, the Showroom Assistant will help ensure the showroom operates smoothly on a daily basis, while providing an excellent experience for visiting clients.

Our visitors are UK and International interior designers specifying for residential projects as well as retail clients, requiring careful coordination of samples, enquiries, quotations and orders as well as some in person sales. This role therefore combines client interaction with strong administrative support and attention to detail. There are also significant opportunities to work with the directors on the visual merchandising of the showroom as well as across our dynamic and distinctive programme of brand activations, marketing and events.

This is an excellent opportunity for someone with a genuine interest in interiors, textiles and craftsmanship who is looking to build experience within the design industry at the heart of a small, dynamic team running a fast-growing interiors brand.

Key Responsibilities:

Client Welcome & Showroom Support

Welcoming interior designers and private clients to the showroom and ensuring they have a memorable and efficient experience

Sample Preparation

Preparing fabric samples and presentation packs for client meetings while maintaining the organisation and replenishment of the sample library.

Client Enquiries & Correspondence

Assisting with enquiries via email, phone and in person, responding in a professional and timely manner.

Quotations & Order Coordination

Supporting the team with sales enquiries, preparing quotations, processing orders and coordinating tracking details.

Database & Administration

Maintaining accurate client records and assisting with general showroom administration.

Supplier & Production Liaison

Assisting with the coordination of made-to-order and bespoke items with suppliers and makers.

Showroom Presentation

Ensuring the showroom is always beautifully presented, including displays and sample libraries.

Events & Client Outreach

Assisting with showroom events, launches, brand activations and designer presentations.

Key Requirements:

The ideal candidate will be:

- Friendly, professional and confident delivering exceptional customer service
- Highly organised with strong attention to detail
- Calm and efficient with the ability to manage multiple tasks
- Confident to work independently
- Demonstrated interest in interior design and textiles
- Comfortable using Microsoft Office and learning new systems
- A proactive team player who enjoys working within a small team and is keen to learn

Previous experience in interiors, luxury retail or a design showroom would be advantageous but is not essential.

The Position:

- Full-time role based in our Pimlico Road Showroom Monday – Friday
- Competitive salary based on experience
- Staff discount on products
- Opportunity to work with leading interior designers and design professionals
- Opportunity to grow and develop skills as part of a small team at the heart of a fast-growing interiors brand

Please send your CV and a short cover note to apply to gemma@florasoomes.com