

Job Title: Showroom Manager (Maternity Cover)

Location: Christopher Farr Showroom, 585 King's Road, London, SW6 2EH

Contract: Full-Time (Monday to Friday, occasional evenings and weekends) - 9 month contract starting from February

Reports To: Head of Sales / Directors

About Us:

Christopher Farr is a renowned name in luxury rugs and fabrics, known for impeccable design, quality, and client service. We are seeking a proactive and detail-oriented **Showroom Manager** to oversee the smooth operation of our flagship showroom and ensure every client experience is exceptional. We are looking for someone who can start in February 2026 and is available for a 9 month contract.

Role Overview:

The Showroom Manager is responsible for managing daily showroom operations, providing outstanding customer service, assisting sales and marketing teams, and supporting events and installations. This is a hands-on role requiring a mix of client-facing interaction, administrative skills, and operational oversight.

Key Responsibilities:

Showroom Management:

- Develop strategies with Directors and Head of Sales to attract customers and optimize showroom performance.
- Maintain an outstanding showroom presentation, coordinate repairs, and plan visual merchandising.
- Provide exemplary client service in-person and assisting with sample requests
- Keep accurate and up-to-date records of clients, orders, and showroom stock.
- Oversee rug and fabric stock management, including loan forms, returns, and sample tracking.

Sales & Marketing Support:

- Assist sales representatives with client requests, projects, and sample coordination
- Maintain client databases and report on visitors and customer needs.
- Manage social media scheduling and content creation for Instagram, TikTok, and Pinterest. (Cloth only)
- Support marketing team with mood boards, photoshoots, and content ideas.

Event & Installation Support:

- Assist in planning and executing showroom events and installations.
- Coordinate logistics, liaise with vendors, and manage event details in collaboration with the marketing team.
- Keep accurate records of event and installation costs for approval by Directors.

Skills & Experience:

- Previous experience in retail management, showroom operations, or luxury sales.
- Exceptional client service and communication skills.
- Strong organizational and administrative abilities.
- Ability to multitask and work independently when required.
- Proficiency in Microsoft Office and familiarity with inventory/spreadsheet management.
- Interest in interior design, textiles, or luxury home products is a plus.

Why Join Us?

- Be part of a prestigious and creative luxury brand.
- Work in a vibrant, design-focused environment.

To Apply:

Please send your CV and a cover letter explaining why you are the perfect fit for this role to dorothy@christopherfarr.co.uk