

JAMES GRAHAM-STEWART LTD

89 – 91 SCRUBS LANE, LONDON, NW10 6QU • info@jamesgraham-stewart.com • Tel: +44 (0) 02036 740404

Job Title: Assistant to James Graham-Stewart / Showroom Manager (Maternity cover)

Location: NW106QU, London

Contract: Full-Time, in person

Working Hours: 10:00-17:00

Salary range (dependant on experience): £30,000-40,000

Start: late March/ early April 2026

ABOUT

James Graham-Stewart Ltd are leading dealers in antique furniture and works of art. We carry a large and eclectic stock of both British and Continental pieces in our extensive showrooms in West London. We look for pieces with soul and integrity, often with interesting stories and, where possible, in original condition. As well as collectors and decorators, we are proud to have sold pieces to a number of leading museums.

ROLE OVERVIEW

The candidate will provide key support to the company's founder, James Graham-Stewart, and oversee the smooth day-to-day running of the showroom. The role requires exceptional organisation, discretion, and self-direction.

KEY RESPONSIBILITIES

- Assist James in the researching and cataloguing of British and Continental furniture and works of arts from the 17th Century to the Art & Crafts Movement.
- Assist clients over email, telephone, and in-person in a professional, approachable manner.
- Maintain showroom presentation and stock display.
- Manage day-to-day operations including supplies, maintenance, and IT coordination.
- Liaise with auction houses and auction aggregate sites to request condition reports, maintain company bidding profile, and execute online and telephone auction bids in real time

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Stock Management

- Manage and maintain stock inventory spreadsheets and databases
- Manage and maintain the business website as well as our profile on online marketplaces including responding to enquiries and updating inventory.

Shipping & Due Diligence

- Oversee UK and international shipping and logistics including tracking purchases made by the company, customs documentation and import/ export licence applications.
- Implement AML procedures and stay abreast of regulatory changes.

Accounts

- Responsible for the company accounts with support of external bookkeepers.
- Generate and issue invoices to clients, reconcile incoming client payments and maintain accurate records.
- Follow-up on outstanding balances where required.
- Process all outgoing supplier payments.
- Ensure expenses are accurately recorded and supported with appropriate documentation.

ABOUT YOU

Excellent command of English – both verbal and written

Comfortable engaging with clients and suppliers in a professional and approachable manner

Comfortable working with numbers and financial information.

Strong IT skills with proficiency in MS Office Suite, Xero, and experience with online databases is a bonus but not essential.

Candidates with prior relevant experience within an arts organisation are encouraged to apply. Please send your CV and short cover letter to info@jamesgraham-stewart.com by March 9th, 2026.