

JOB DESCRIPTION: SALES AND GALLERY MANAGER

- Salary: Freelance self-employed basis £140 GBP per day + 2% commissions on sales
- 4-5 per week
- Daily hours 10.00 – 17.30
- Location NW8 8ED
- French preferred

Job Overview:

We are seeking a passionate and customer-focused Gallery Manager to join our prestigious luxury furniture shop. The ideal candidate will have a strong interest in furniture design, art, and a hands-on attitude. You will be managing the gallery alongside the owner.

Who we are

Living in Style Gallery is an independent luxury lifestyle boutique, specialising in the sale of Mid-Century Modern Furniture from Italy, France and Europe. Located in Westminster's Antiques District on Church Street. The Gallery is a small privately-owned company which launched in London in December 2019.

Our ideal Candidate

The chosen candidate will ideally have an interest or background in design and/or art and a willingness to learn about Italian, French and European Furniture and Mid-Century Design.

We are for looking for someone who is expert in sales and in closing high-value transactions. Capable of liaising with high-end clients and profiles.

On the operational side you should be efficient in all aspects of office administration and ideally proficient in Microsoft Office Suite including Word, QuickBooks, Zoho CRM and web platforms. Training will be offered

The position requires to have some flexibility to work around the owner's diary. The owner travels a lot, so this position is best suited for a self-starter who is comfortable working alone and using their initiative.

Responsibilities

- Be the First point of contact for public enquiries – in the gallery, by phone, email and through the websites
- Conducting sales
- Keep a record of all enquiries and keep contacts database updated, using CRM Software.
- Ensuring the Gallery is always kept clean and tidy and products correctly priced.
- Arranging couriers and international shipping
- Maintaining Gallery Supplies

- PA tasks for the owner Responsibilities
- Uploading new products daily on the website and selling platforms
- Deleting sold stock from the websites
- Creating content for social media
- Assist with the setting up and dismantling of displays for special events, exhibitions, and new products arriving and leaving the gallery
- Perform general administrative duties like end of months reports, charts and invoicing and export papers
- Promoting the gallery

To apply

Please send your cv to info@livinginstylegallery.com