

BENNISON

Shop Floor Assistant — Part Time

Location – Holbein Place, London, SW1 (onsite)

About Bennison

Bennison is a British company specialising in hand-printed fabrics based on 18th and 19th century English and French textiles, originally discovered and reproduced by the late renowned antique dealer and decorator, Geoffrey Bennison.

The designs are printed in small batches in England on linens and silks woven and dyed exclusively for Bennison; many of the designs are inspired by French Indiennes and Indian Tree of Life motifs. Traditional English florals from the mid-nineteenth century feature strongly in the range, complemented by small all-over patterns, stripes and geometrics.

Role overview

Bennison are looking for a part time **Shop Floor Assistant** who is organised, practical and has an interest in textiles, interiors and beautifully made fabrics.

Working within a small team, you will help with the day-to-day running of the showroom, stockroom and office, making sure the space remains tidy, welcoming and well prepared for clients. This is a varied role, suited to someone who enjoys being hands-on and is happy to help across different areas of the company.

The role will include helping with samples, orders, stockroom organisation, showroom presentation and general office management duties, such as ordering supplies, arranging couriers and keeping the working environment well organised.

Shop Floor Assistant Responsibilities

- Helping to keep the showroom, stockroom and office areas tidy, organised and beautifully presented.
- Assisting with day-to-day client enquiries in a professional and courteous manner.
- Cutting, folding and organising fabric samples.
- Packing and measuring orders accordingly.
- Assisting with fabric collections and shipping arrangements.
- Helping to maintain an organised stockroom and sample area.
- Ordering office, showroom and packaging supplies when required.
- Supporting general office duties, including post, filing, stationery and keeping supplies stocked.
- Liaising with couriers, suppliers and other contacts where needed.
- Updating simple records and assisting with inventory where required.
- Working across the showroom, stockroom and printworks as needed.

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- Capable of lifting and transporting fabric rolls weighing between 1kg – 25kg.
- Helping the wider team during busy periods.

Required Skills

- Excellent written and spoken communication skills.
- Well organised, reliable and attentive to detail.
- A practical, helpful approach and willingness to get involved.
- An interest in textiles, interiors, design or decorative arts.
- Comfortable working in a small, creative team.
- Computer literate and comfortable using email and basic office systems.
- Previous experience in a showroom, shop floor, stockroom, interiors or office support role would be beneficial.

We will offer:

- Competitive pay on a per hour basis
- 2 bonus payments per year.
- 30 days holiday (pro-rated for part time hours).
- Monday to Wednesday hours: 9.30am to 5.30pm.

If you feel you would be a great fit for this position, please send your CV to tommy@bennisonfabrics.com