

# COLEFAX AND FOWLER

## **Saturday Showroom Assistant**

We are looking for a highly organised, creative individual with a passion for interior design to support our young and enthusiastic retail showroom team on Saturdays.

The showroom houses Colefax and Fowler, along with our sister company Kingcome Sofas, and you will be assisting clients with all brands.

### **Key Responsibilities**

- Meet and greet potential clients and assist them with our range of textiles, wallcoverings, trimmings, and upholstery (sofas, armchairs, stools).
- Help clients creatively fulfil their design briefs.
- Respond to a wide range of general enquiries.
- Process Colefax sample requests.
- General showroom administration, including sample re-stock.
- Assisting with the daily running of the showroom, ensuring it maintains a high standard of presentation and an exceptional level of customer service.

### **Skills Required**

- A passion and enthusiasm for textiles and interior design.
- A good design eye and knowledge of the industry.
- An understanding and appreciation of high-quality and efficient customer service.
- A demonstrated ability to build excellent client relationships through good listening, a genuine desire and willingness to help, and a friendly and approachable attitude.
- Well organised with excellent attention to detail.
- Personable, well-spoken, and energetic.
- Experience in a luxury retail environment would be desirable but is not essential.
- Any interior design training or experience would be beneficial.

### **Hours**

Saturdays, 10am - 5:30pm

### **Location**

110 Fulham Road, London, SW3 6HU

### **Start Date**

ASAP

To apply, please send your CV and cover letter to: [tilly.green@colexfax.co.uk](mailto:tilly.green@colexfax.co.uk)