



## **Sales & Marketing Assistant**

Jennifer Manners Design is seeking a highly organised and proactive Sales & Marketing Assistant to support both our Business Development and Marcomm functions.

This is a pivotal, showroom-based role, ideal for someone who enjoys being at the heart of a luxury design studio, balancing client-facing responsibilities with marketing coordination and operational support.

Working closely with the Sales & Business Development Manager and the Digital Marketing Executive, you will ensure the showroom runs seamlessly, sales administration is precise, and marketing activity is supported with efficiency and care.

Based in our showroom at the Design Centre, Chelsea Harbour and office in Harbour Yard, this role suits someone hands-on, detail-driven, and keen to grow within a design-led business.

---

## **Key Responsibilities**

### **Sales & Business Development Support**

- Provide day-to-day administrative support to the Sales & Business Development Manager.
- Process quotes and orders accurately and in a timely manner.
- Manage CRM data entry and ensure all client records, opportunities, and follow-ups are up to date.
- Coordinate sample requests, loans, packaging, and returns.
- Coordinate support contractors for site visits, templating and repairs.
- Arrange shipping, installations, and white-glove deliveries, liaising with suppliers and contractors.
- Assist in preparing client presentations, pricing documents, and sales collateral.
- Support trade account setup and documentation.
- Client After Sales Care & Survey

## **Event & Client Engagement Support**

- Assist in planning and executing showroom, private, and trade events.
- Coordinate guest lists, invitations, RSVPs, and post-event follow-up.
- Support client gifting initiatives and showroom traffic-building activities.

## **Showroom & Visual Merchandising**

- Maintain a welcoming, beautifully presented showroom environment at all times.
- Support seasonal showroom refreshes and visual merchandising updates.
- Assist with stock list maintenance, sample cataloguing and product loan tracking.
- Ensure samples are labelled, stored, and returned correctly.

## **Digital & Marketing Support**

- Support the Digital Marketing Executive with social media content creation.
- Create journal entries, product updates, and imagery to the website CMS.
- Produce and update visual and written marketing materials including brochures, catalogues, and event signage and collateral materials ensuring consistency with brand guidelines.
- Coordinate press loans, respond to PR requests in a timely and professional manner, and ensure resulting imagery and content are captured and used effectively.

---

## **Key Skills & Attributes**

- Exceptional organisational skills and attention to detail.
  - Confident communicator with a polished and professional manner.
  - Comfortable balancing administrative precision with creative awareness.
  - Strong time management skills and ability to prioritise effectively.
  - Proactive, positive, and solutions-oriented mindset.
  - Interest in interiors, craftsmanship, and sustainable luxury.
-

## About Jennifer Manners Design

Jennifer Manners Design creates luxurious handmade rugs that marry refined aesthetics with a deep commitment to sustainability. We collaborate with leading interior designers and architects worldwide, producing bespoke pieces that celebrate craftsmanship and innovation.

Our dedication to eco-conscious design is reflected in our award-winning /re/PURPOSE PERFORMANCE collection, rugs made entirely from recycled plastic bottles, demonstrating our belief that luxury and responsibility can go hand in hand.

With showrooms in London and New York, and representation across key U.S. markets including Dallas, Houston, Chicago, Atlanta, and Miami, the company is experiencing rapid growth and offers exciting opportunities for development within a global design brand.

Please send your CV and cover letter to:

[marketing@jennifermanners.co.uk](mailto:marketing@jennifermanners.co.uk)