

Showroom Sales Executive – 69 Pimlico Road

Outline

We are looking for a full-time showroom sale executive to work in our new London showroom. You will be part of a small team working on the showroom floor daily, helping customers select colours, taking orders, helping with queries and deliveries. You will also be part of the London team who handle marketing and business development, so this role will involve helping with events, manning trade stands, and generally becoming a vital member of the staff in a small business that is looking to grow rapidly.

The Townhouse will become a destination, part showroom, part studio, part accommodation, part educational space and all completely natural, driven by ecological principles, under one roof in this premier design district in central London.

Edward Bulmer Natural Paint is a new brand in the interiors sector with big ambitions to change the paint industry; so how paint is made, sold and used. For more information on the brand visit www.edwardbulmerpaint.co.uk

Key Skills

1. Colour Advice: Giving colour advice to the wide range of customers who visit the showroom: Retail, interior designers, contractors, painter/decorators, heritage and cultural organisations and all our neighbours on the street plus customers from all over the world.
2. Attention to Detail: Good at admin and highly organised, punctual and professional
3. Systems literacy: Familiarity with sales, CRM and inventory software, knowing how to take payments and record all information accurately.
4. Creativity: Working with the marketing and sales team to ensure that The Townhouse is always looking its best and bringing new ideas to the team on how to attract people.
5. Working with people: From artists to tradespeople, to couriers and business contacts, being able to respond to their needs and always getting the best outcome.
6. Love of interiors: Fundamental to our business is the creation of beautiful and safe spaces for our clients.

7. Sustainability: An interest in ecology and working to achieve a sustainable future.

Key Responsibilities

The Showroom

- Working in the showroom talking to customers.
- Giving colour advice.
- Advising on preparation and application of paint and prep products, including calculating quantities and giving technical advice.
- Liaising with HQ to process orders and take payments.
- Ensuring showroom floor looks immaculate
- Managing showroom stock and all POS and marketing materials.
- General housekeeping from organising the plumbers, to reading the metres, ordering the supplies and making sure that The Townhouse is a great place to work, visit and reside in.

Brand and Marketing

- Co-ordinating with marketing team on events, food & drink, equipment, staffing and how The Townhouse is presented.
- Keeping up to date with what other retail spaces are doing well and how we can continuously improve.

Who are you?

Committed, capable, engaging, creative and calm, with bags of energy and enthusiasm.

Remuneration

On request.

Working Hours

The Townhouse is open 6 days a week – Monday to Saturday. This is a full time job over 5 days during opening hours, 40 hours per week. We often have evening events, the management of which is shared amongst the team. The odd Saturday might be required to cover holidays.

Please send all CVs and Covering Letters to
Emma Perry
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