



Showroom Assistant

Volga Linen are seeking a dynamic Showroom Assistant to manage the front of house operations and help execute our brand strategy. This is an exciting opportunity for a self-starter to join our ambitious team with scope for development and progression within our growing business.

A background in luxury textiles and finished product sales, along with connections to trade professionals in the luxury interior sector, is preferred.

Reporting to the Marketing & Sales Manager, you will play a key role in delivering our brand strategy and driving growth across all channels - including UK trade, retail and partners, US showrooms and partners, and international trade.

You will support the day-to-day running of the showroom, including sales and customer service, managing the sample library, general administration, and light building maintenance.

Key responsibilities include:

Meet and greet clients, assisting them in creatively fulfilling their design briefs, offering advice on the technical aspects of our textiles and products

Build and maintain excellent client relationships with a genuine, friendly and approachable attitude

Maintain a high standard of presentation in the showroom and ensure an exceptional customer experience

Manage sample production and distribution, tracking associated costs with the distribution centre

Ensure the samples library is organised and efficiently maintained

Dispatch samples to clients in a timely and professional manner

Process and manage orders and sample requests using the CRM system

Maintain accurate and up-to-date client records

About you:

Confident and professional communication and customer service skills

Self-starter, collaborative, motivated and highly organised

Adeptness to work both independently and as part of a team

Aptitude for building and nurturing client relationships

Passion for high-end interiors and textiles

1-2 years' experience in sales within the Interior Design Industry, ideally within textiles

A strong and confident design eye with an understanding of key design principles

A keen eye for detail, and a proven ability to manage many work streams simultaneously

Numerical and confident working with numbers and margins

Working Hours:

This is a part-time, office-based position. The working hours are:

Three weekdays from 10am to 6pm

Saturday from 11am to 3pm

To apply, please email your CV and cover letter to careers@volgalinen.com.

Closing date : 27th May 2025