



London based furniture staging company.

www.arpinteriors.co.uk

10 Allied Way, East Acton, W3 0RQ

8.30am – 4.30pm

HEAD OF OPERATIONS/INTERIOR STYLIST REQUIRED TO START MAY onwards 3
-4 days a week

THE COMPANY

A small, but active interior staging company based predominantly in central and south London. Established in 2004, over 60% of work coming through repeat clients. Our core business is renting and selling bespoke furniture packages for the property sales and rental markets.

This is a replacement role for my assistant who has worked alongside me for the last three years; sadly, they are moving out of London to focus on family life and it is with great sadness that we part ways after such a fruitful and fun time together. This assistant was 100% perfect, so it's worth telling you a bit about them and the skills I am looking for.

Before ARP Interiors, they ran their own property company and then worked for an interior design studio where they became experienced in using key software such as EstimaC, Excel etc. driver and uses own car, is punctual, professional, self-motivated, energetic and fun. Constantly looking for new clients, cold calling agents and contacting them by email, doesn't mind working out of hours in return for some shorter hours during their working week. I am flexible about the working week as it's job-dependant.

- Attending site meetings in order to put together quotes quickly, or quoting from floor plans (full furniture proposals).
- Liaising with various installation teams to pull together the project against set deadlines.
- Keeping all warehouse inventory up to date on EstimaC, and making sure that the warehouse is kept organised at all times (both hugely important)

- Handling furniture orders and deliveries, and booking our delivery and installation teams.
- Overseeing every single element of each installation, from unpacking the first box to hanging the last mirror, after which a full inventory will be drawn up and sent to the client. You'll be an expert at moving house after a few installations!
- Outreach to property agents to encourage them to use our services (generating business when not installing furniture).
- Keeping our website and social media up-to-date with new content and images.
- Someone who could hang pictures and mirrors would be a bonus

Competitive salary (to include use of own car) with a suggested 20 days annual leave plus birthday off. Start date ideally mid May.

PLEASE APPLY TO alexa@arpinteriors.co.uk



