



Showroom Manager – 69 Pimlico Road **The Townhouse – Where Colour Lives**

Outline

We are looking for a dynamic and organised person to bring our Townhouse concept to fruition. We have had a showroom in the Pimlico Road design district for over 3 years, and we have recently moved to a 5-storey premises which we are branding 'The Townhouse'. This is the location where we want to bring all aspects of colour, interior design and ecological integrity together under the banner *Where Colour Lives*.

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 the 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

Building client relationships with a wide range of customers: Retail, interior designers, contractors, painter/decorators, heritage and cultural organisations and all our neighbours on the street plus customers from all over the world.

Organisation: Making sure The Townhouse delivers across all its functions with attention to detail and calm under pressure.

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.

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.

Love of interiors: Fundamental to our business is the creation of beautiful and safe spaces for our clients.

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

Flexibility: Ability to adapt to all the varying needs of the people we work with and to embrace the wide scope of the fields in which we operate.

Systems literacy: Familiarity with sales, CRM and inventory software, knowing how to take payments and record all information accurately.

Working Hours

The Townhouse is open 6 days a week. This is a full-time job – Monday to Friday – 35-40 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.

Remuneration

On request.

Daily Tasks

- 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.
- Making sure The Townhouse is stocked with all POS and marketing materials.
- Co-ordinating with marketing team on events, food & drink, equipment, staffing and how The Townhouse is presented.
- Organising the accommodation for visiting interior designers, 'residents' and collaborators.
- General house-keeping 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.
- Overall responsibility for what goes on at The Townhouse.

Who are you?

Capable, engaging, creative and calm, with bags of energy and enthusiasm.

Please contact: milla.elder@edwardbulmerpaint.co.uk with covering letter and CV