

# SIBYL COLEFAX & JOHN FOWLER

89-91 Pimlico Road, London SW1W 8PH

## JOB DESCRIPTION

- Title:** Showroom Assistant
- Department:** Showroom, 89-91 Pimlico Road, London SW1W 8PH.  
**Responsible to:** Ian Farnill, Showroom Manager.
- Purpose of work:** To help facilitate the smooth running of the shop floor bespoke retail space and deal with client orders.
- Main Duties:**
- To greet all visitors to the showroom and welcome decorating clients, promptly notifying the relevant team of their arrival.
  - To accept goods delivered to the building and in conjunction with the packing room notify the intended recipient.
  - To deal with telephone enquiries, accurately taking messages where necessary.
  - To respond to email and telephone requests for fabric and wallpaper samples - post out samples and keep sample boxes topped up and tidy. Cutting and labelling samples.
  - To handle client orders through the showroom ordering system providing a slick and timely delivery of goods.
  - Dealing direct with suppliers and progress chasing of orders.
  - To help with the general tidiness of the showroom - plumping cushions, neatness of books and the accessories shelves.
  - To help with showroom display/picture hanging etc as required.
  - To occasionally help move furniture in the showroom.
  - To help keep the showroom website up to date using Shopify and Photoshop (training will be given).
  - To occasionally help make Addison Lee and FedEx bookings.
  - To occasionally help with watering the planted baskets to the front and rear of the property and daily tending to the cut flowers on the shop floor – replenishing water as needed.
  - To help procure stationery and consumables for the department.
- Hours of Work:** Monday – Friday, 9.00am – 5.30pm - 1hr for lunch.
- Ideal Candidate** The ideal candidate should have a smart appearance, be hard working, fit and enthusiastic and willing to ‘get their hands dirty’ when necessary. Possess a good telephone manner and be organised and accurate in their approach to work. Some retail experience would be useful.
- Prospects:** The company has a tradition of encouraging and promoting members of staff who prove themselves talented and hard-working.
- Salary:** Dependant on experience.
- Contact:** Ian Farnill  
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