

Job Description

Title:	Merchandising Co-ordinator (Maternity Cover – 12 month)
Location:	19-23 Grosvenor Hill, London W1K 3QD. There is limited overseas travel but frequent visits to various other showrooms/locations within the UK.
Reporting to:	Tori Weaving-Shah/Louise Hurdiss
Start Date:	May 1 st 2025
Hours of Work:	Five days per week, Monday to Friday, 9:00 to 5:00 although this position may necessitate longer hours in peak periods and whilst on site visits.
Purpose of role:	To provide solid administrative support to the Merchandising Manager in all aspects of pattern book production, American sampling, showroom sampling and product launches.

Background:

Colefax and Fowler are a leading designer and distributor of luxury furnishing fabrics and wallpapers. Sales are made under the brand names Colefax and Fowler, Jane Churchill, Manuel Canovas and Larsen. Sales are approximately £100 million and the company employs over 150 people in the UK.

The company sells fabrics and wallpapers to interior designers and retail fabric shops (the 'trade'). The company sells directly in the US, UK, France, Germany, Italy and Spain. In other markets the company sells to customers through a network of agents and distributors

The Role:

- Assist with the initial design and ordering of all pattern books across the four brands (Colefax & Fowler, Jane Churchill, Manuel Canovas & Larsen).
- All aspects of administration for the department to include maintaining project spreadsheets and filing systems (data entry).
- Processing fabric orders and following them up using our internal stock system (separate training will be given).
- Responsibility for all orders placed with suppliers and ensuring deliveries are on time.
- Assist with the design production of various marketing materials.
- Assist with all aspects concerning sampling in America.
- Assist with showroom installation sampling (screen lengths and weave walls).
- Assist with transport & storage.
- This is a heavily administrative role with frequently changing priorities requiring a strict methodical and structured approach, with a high level of attention to detail both numerically and grammatically.

The Ideal Candidate:

The most important attributes are a highly methodical, passionate administrator with bundles of common sense and a likeable personality who can communicate at all levels across the company.

- A trained, passionate administrator - organised, methodical and able to bring structure and systems to anything.
- Have a keen eye for detail.
- Diplomatic and able to communicate with people of all levels (CEO, design teams, directors, heads of department) with the ability to get the best out of everyone.
- Flexible in prioritising, according to ever changing requirements.
- Happy to work independently under their own steam with a high level of maturity and confidence, but also able to fit and work within the small merchandising team.
- Highly proactive with the ability to take the initiative with an abundance of common sense.
- Numerate and computer literate, with a focus on excel and word packages, together with the internal stock control system (training given).
- Be an energetic and friendly but to be able to remain calm under pressure to meet tight deadlines.
- An interest in design & fabric with an eye for colour would be beneficial.
- Will have worked as an administrator in a similar industry (fashion/textiles/design).

Please apply in writing to Katharine.sowdon@colexfax.com and tim.green@colexfax.com outlining your experience together with your salary expectations.