

Penny Morrison & The Fabric Collective,
9 Langton Street,
London, SW10 0JL



PENNY MORRISON

Job Title: Showroom Assistant (12 Month Contract)

Company Description:

Penny Morrison Ltd is a world-leading homeware company specialising in Home Accessories, Fabrics & Wallpapers. The Company has a showroom and offices in Chelsea, London, as well as over 30 representative showrooms globally distributing its products. The company also has a strong online presence and is at the forefront of using modern techniques to improve customer service to both trade and retail clients alike. The London Showroom for Penny Morrison is very much its flagship store and the face of the brand that so many of its clients love to visit.

The Showroom also houses 'The Fabric Collective', a collection of leading designers curated by the Penny Morrison team to be part of our Fabric and Wallpaper Collection. The Fabric Collective is a key part of the London Showroom.

Job Description:

Penny Morrison Ltd is seeking a candidate to provide sales and administrative assistance to clients of the Fabric Collective, and the Penny Morrison showroom in general. The candidate will be responsible for processing orders and handling client queries for the Fabric Collective and Penny Morrison and will require excellent customer service skills and a calm and professional manner. Attention to detail is of equal importance to ensure all orders and quotes are processed accurately.

This position will report directly into the Showroom Manager of Penny Morrison Ltd.

Areas of Focus will include, but are not limited to:

- Processing of all orders from clients for members of the Fabric Collective.
- Processing in-store orders for Penny Morrison clients.
- Providing an excellent level of customer service to clients in-store with a helpful and 'can-do' attitude.
- Responsible for maintaining accurate price lists and ensuring the website is kept up to date.
- Reporting any issues to the Showroom Manager.
- Ensure the London Showroom is kept immaculate and presentable at all times.
- Take responsibility for handling all sampling requests received online to ensure daily send-outs.
- Following-up with clients on orders placed to ensure a high level of service is provided at all times.
- Driving Sales of all products through exceptional client service and product knowledge.
- Involvement in in-store events and PR activations.

Candidate Requirements will include, but are not limited to:

- 1-2 years' experience in a similar position;
- Excellent attention to detail;
- A positive attitude and an ability to multi-task;
- Exceptional organisational skills and a clear and structured approach;
- Excellent computer literacy skills
- An ability to work autonomously and as part of a wider team;

Advantageous additional skills / interests:

- Experience in using Shopify E-comm Software would be very beneficial. Use of similar inventory and order processing systems would be advantageous.

Salary will be dependent on experience. If you would like to apply for this position, please email your CV and cover letter to careers@pennymorrison.com