

Plain English

CUPBOARDMAKERS

JOB DESCRIPTION – SATURDAY SHOWROOM ASSISTANT

Plain English is a company of designers working with interior designers, architects and private clients. We have become renowned for our sensibility, quality and attention to detail in the kitchen and beyond. This is an ideal opportunity for a design student or recent graduate to be part of a small team and assist with administrative and design related duties.

Job Title: Saturday Showroom Assistant

Reporting to: Design Director

Hours: 11:00am - 4:00pm every Saturday (subject to change)

Location: 51 East 10th Street, New York, NY 10003

What you'll do:

- Meet visitors to the showroom and guide them through the space
- Answer incoming phone calls
- Update and schedule meetings on the office calendar
- Take notes/client information and leave clear information for the Design Team to follow up

Who you are:

- An ideal opportunity for a design student
- Present professionally both in person and on the telephone
- Be proactive and eager to immerse yourself in the brand to learn all about design

Please send your CV and a cover letter outlining your suitability for this role to Imogen at hello@plainenglishdesign.com.