

# Plain English

CUPBOARDMAKERS

**Job Title:** Saturday Assistant

**Location:** Plain English Design, 61 Pimlico Road, London, SW1W 8NE

**Work Hours:** Freelance – Saturdays Only 10am – 5pm (30-minute lunch break)

**Reports to:** Sales & Design Director / Showroom Manager

A great opportunity to gain experience working for a well-established design led company.

The successful applicant will be well presented and experienced working in a customer facing role. Alongside administration tasks support the team a passion for design is essential. The applicant will need display the confidence to engage with visitors and speak positively of the brand.

## Responsibilities

- Greet all visitors. Engage in conversation and look to walk them through the showroom, talking positively about the various products and services we provide.
- Take all phone enquiries and log any follow ups.
- Record all enquiries and produce end of day handover for the Showroom Manager.
- Ensure the showroom is always clean and tidy.
- Assist with any events as necessary.

## Experience

- Passion and enthusiasm for design.
- Excellent attention to detail, written and verbal skills.
- Highly presentable and always organised.
- Good interpersonal skills and confident when meeting new people.

## Rate of pay

£15 per hour

Please send your CV and covering letter to Sue Wildman. [sue@plainenglishdesign.co.uk](mailto:sue@plainenglishdesign.co.uk)

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