

# Plain English

CUPBOARDMAKERS

## **JOB DESCRIPTION – SHOWROOM ASSISTANT**

Job Title: Showroom Assistant

Reporting to: Design Manager

Hours: 9:30am - 5:30pm Monday - Friday

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

We are currently looking for an entry level or recent graduate to work within our New York showroom. You will be an integral part of the team and play a key role in supporting the sales team. This position will ensure the smooth day to day running of the showroom while supporting the sales team with administrative tasks in order to deliver the high standards that we demand.

The role offers an exciting opportunity for someone who has recently graduated with administration experience who wants to join our friendly and experienced team. Working within a fast-paced design led environment you will need to be able to cope with working under pressure, prioritising work load while maintaining excellent written and verbal communications.

### **What you'll do:**

- Be responsible to open and lock the showroom at the start and end of each working day
- Meet and greet all visitors to the showroom and guide them through the space as necessary
- Ability to learn about the product and talk about it with visitors in a confident and proactive manner
- Ensure the kitchen is well stocked and ready for all meetings that day
- Manage the showroom inventory and reorder of showroom stock to ensure the showroom is tidy and ready at all times

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- Managing sampling process and ensuring the sample cupboard is well stocked and labelled at all times
- Manage the calendar to ensure the smooth running of the showroom
- Prepare and ship samples and brochures as needed to clients
- Liaising with the marketing team on projects and events
- Assist in developing social media content according to company standards

## **Supporting the Designers:**

- Add new client information to the CRM
- Add meeting times and dates to the calendar
- Record information on new leads and allocate projects to designers

## **Supporting the Design Manager:**

- Day to day assisting with general tasks, meetings, errands, appointments, trips and travel
- Provide calendar support

## **Who you are:**

- Have a genuine passion, understanding and appreciation for good design and the Plain English design ethos
- Excellent attention to detail, written and verbal skills
- Quick and efficient learner
- Team player
- Highly presentable and organised at all times
- Good interpersonal skills and confident when meeting new people
- Always willing to get the job done

51 East Tenth Street New York NY 10003

212 203 0726 [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)

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## **You'll love working at Plain English because:**

- There are always things to learn and huge opportunities to progress
- You'll have generous PTO
- We have weekly team lunches
- We're a small, friendly & supportive team

Please send CV & cover letter to [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)

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212 203 0726 [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)