

# Plain English

CUPBOARDMAKERS

**Job Title:** Design/Showroom Assistant

**Location:** Plain English Design, 28 Blandford Street, London W1U 4BZ

**Work Hours:** Full Time - Monday – Friday 9.00am – 5.30pm (Occasional Saturdays with a day off in lieu)

**Reports to:** Sales & Marketing Director/CEO

Plain English design is looking for a Design/Showroom Assistant to join its team in Marylebone. This is a key role in the business supporting the Sales Design team as well as the general day to day running of the showroom. The candidate should be willing to apply themselves into every aspect of the role and take pride in the upkeep of the showroom. A passion for design and customer care is essential.

## Responsibilities

- Sales Design Support:
  - Preparing Presentations in InDesign
  - Producing Vectorworks plans and elevations
  - Ordering and arranging samples for clients
  - Requesting stone quotes
  - Research in appliances, ironmongery and worktop materials as required
  - Assist with costing
  - Adding and maintaining client files and data
  - Contact clients to confirm design specifications
  
- Showroom Management:
  - Opening and closing the showroom on a daily basis
  - Answer phones and direct all incoming calls promptly and efficiently
  - Greet and assist any walk ins
  - Ensure the showroom, office and ancillary areas are clean, tidy and well stocked with brochures, marketing materials and samples.
  - Preparing teas, coffee and water for client meetings.
  - Managing the Showroom calendar and booking appointments.
  - Stock management of sales design collateral (ironmongery, supplier literature, paint samples, etc.)

## Qualities

- Keen to learn from experienced Designers
- Be able to work independently and collaboratively
- Care and attention to detail. Self-motivated, proactive and dedicated.
- Highly organised, both personally and professionally. Must be timely and maintain a neat and tidy appearance as you will be representing the brand
- Show a continuous flair and passion for design.

### **Requirements**

- Computer proficiency – Microsoft, Apple, Adobe Creative Suite, Vector Works

### **Salary**

- Salary depending on experience. To be reviewed after one year.
- The business may require further hours when necessary.

### **Holiday**

- 20 days per annum plus Bank Holidays and Christmas closure.