

# Plain English

CUPBOARDMAKERS

# BRITISH STANDARD

BY PLAIN ENGLISH

## **JOB DESCRIPTION – DESIGN & SHOWROOM ASSISTANT**

Job Title: Design & Showroom Assistant

Reporting to: Design Director

Hours: 9:30am - 5:30pm Monday - Friday (occasional Saturday with time given in lieu)

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, Plain English & British Standard showroom. You will be an integral part of the team and play a key role in supporting our Design Director & Designers. This position will ensure the smooth day to day running of the showroom while supporting the 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 a design related, creative business degree or 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 for opening and locking the showroom at the start and end of each working day
- Meet and greet all visitors to the showroom and guide them through the spaces as necessary
- Ability to learn about both Plain English and British Standard products and talk about them with visitors in a confident and proactive manner
- Ensure the staff kitchen is well stocked and ready for all meetings that day
- Manage the inventory of both showrooms and reorder stock to ensure they are tidy and ready at all times
- Liaising with the marketing team on projects and events across both brands
- Manage 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 showrooms
- Plan, book and take minutes for design meetings

### **Supporting our Design Team:**

- Day to day administrative support including creating, typing and sending paperwork in line with projects using our internal Webshop software
- Assist the designers in ensuring project information and sign off details are collated at the right time to ensure the workshop planner remains up to date
- Assisting with creating design documents and appliance lists
- Add new client information to the CRM
- Add meeting times and dates to the calendar
- Provide support in meetings by taking notes

### **Supporting our Design Director:**

- Day to day assistance with general tasks, meetings, appointments, trips and travel
- Communicate information to Technical Design team and workshop in the UK
- Provide calendar support
- Assist with brand strategy & marketing projects

### **Who you are:**

- Have a genuine passion, understanding and appreciation for design and the Plain English and British Standard Cupboards ethos
- Excellent attention to detail
- Quick and efficient learner
- Team player
- Highly presentable and organised at all times
- Experience with the Adobe InDesign although training will be given
- Good interpersonal skills and confident when meeting new people
- Ability to manage a high work load and work both independently and as part of a team
- Proactive and always willing to get the job done

### **You'll love working at Plain English and British Standard 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 and supportive team

Please send your CV and cover letter to Imogen at [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)