



PETER PAGE

Sample Coordinator

Peter Page launched in 2022 and is an exciting development in the world of luxury carpets and rugs. We honour the tradition of the craft, combining a passion for timeless design with more experimental modern techniques. From hand knotted, hand loomed and hand tufted to machine made we offer an extensive selection.

Due to rapid growth, we are seeking a Sample Coordinator to join our team. We have two showrooms which are located next door to each other in Chelsea Wharf on the Lots Road - beautiful light filled spaces full of little gems, there is something to tick every aesthetic or material box, and if we don't have it, we can make it for our clients.

We are a trade only supplier looking for a committed team member to support the Peter Page sales team and manage the sampling area.

Responsibilities:

- Place sample orders
- Monitor sampling stock
- Organise and sort new sample packages as they arrive
- Prepare and post/arrange couriers for sample requests
- Rug stock management
- Be on hand to help with rug flipping in the Peter Page rug showroom
- Support the sales team with sample requirements and requests
- Manage the returnable samples process
- Responsible for own administration
- Ensure the showroom is tidy and all samples are put away at the end of the day
- Work collaboratively with the Peter Page team, clients and our suppliers to provide an efficient sampling service

Requirements:

- Exceptional organisational skills
- Computer literate
- Experience of successfully working as part of a team
- Excellent attention to detail
- Confidence on the phone
- Works well in a fast-paced environment
- Experience working within the interior, fabric or furnishing world or a related field would be desirable but not essential
- Professional attitude with a desire to learn

Salary: Competitive depending on experience.

Place of work: This role would be based in our two showrooms in Chelsea Wharf.

Hours of work: Full time, our office hours are Monday to Friday 9am – 5.30pm.
(We are open to discuss part time hours - any part time position would still be Monday – Friday.)

Benefits: Company pension, 20 days holiday and the showroom is closed between Christmas and New Year so this will be additional holiday.

This is a really exciting time to join us and full training will be provided. We are looking forward to seeing you apply. Please send your CV and a short cover letter to georgie@peterpage.com.