



PETER PAGE

### **Part-Time Showroom and Sample Assistant**

Peter Page launched in 2022 and is an exciting development in the world of luxury carpets and rugs. Due to rapid growth we are seeking a Part-Time Showroom and Sample Assistant to join our team.

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. We have two showrooms which are located next door to each other in Chelsea Wharf on 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 assist with the showrooms and sampling.

#### **Responsibilities:**

- Monitor sampling stock
- Organise and sort new sample packages as they arrive
- Prepare post/arrange couriers for sample requests
- Keep sample area tidy and up to date
- 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
- Greet clients in the showroom
- 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

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

**Hours of work:** Part time, 20 hours over 4 days (times to be discussed)

**Benefits:** Company pension, 20 days holiday (pro-rated)

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](mailto:georgie@peterpage.com).