



**Role Title - Style Library Showroom Assistant – London  
Based in Style Library Showroom, Chelsea Harbour**

**Why join Style Library?**

There's something inspiring about working at Style Library, perhaps it's our iconic brands and the nature of our diverse range of authentic British designs as well as our ever-growing collaborations in our Licensing department.

If you love interiors as much as we do, this could be the beginning of a wonderful journey. We create styles that celebrate a passion for colour, texture, craftsmanship and innovative design. We are a global leader in interior design and we are proud to manufacture, market and distribute our brands around the world. We employ approximately 650 employees across the Walker Greenbank Group and now have exciting opportunities to join our Style Library Chelsea Harbour Showroom team.

If you're looking for a new challenge, join us as we inspire creative living in every home.

**The Role:**

A showroom-based sales role. To assist with the smooth running of the showroom, providing excellent customer service to all visitors.

**Responsibilities**

- To maintain an outstanding presentation of the Style Library brands at all times.
- To ensure that all Style Library Brands are fully and appropriately represented to an excellent standard within the showroom at all times.
- First class knowledge, promotion and presentation of Style Library brands.
- Ensure that all visitors to the showroom understand the DNA of each Style Library brand and what it has to offer
- To proactively source products for customers as required and operate an efficient sampling service.
- Acknowledge and assist existing customers whilst gathering new leads that can be forwarded to the relevant Brand Development Manager.
- To provide support and liaise professionally with office based colleagues and Brand Development Managers as and when appropriate. Using CRM and WG360 where appropriate.
- To assist in the planning and execution of showroom events.
- To have an active role in all showroom meetings, offering feedback on competitor and customer activity, new collections and any possible opportunities for the showroom
- To complete individual tasks and set objectives in a timely manner.

**STYLELIBRARY.COM**

Chalfont House, Oxford Road, Denham, Bucks UB9 4DX

**UK T:** 0203 4575 862 **UK E:** enquiries@stylelibrary.com **International T:** +44 203 6211 140 **International E:** international@stylelibrary.com

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# style/library

INSPIRE CREATIVE LIVING

## Measures of success

- Customer satisfaction- Monthly showroom and sampling statistics.
- London sales targets met within set expenditure budgets.
- Effective and appropriate understanding and representation of ALL brands achieved.
- New customers and project lead generation.
- Detailed objectives achieved.
- Timely reporting as requested.

## Essential Experience Required:

- We are looking for a candidate educated to a GCSE A-C level.
- You must have a minimum of 2 years' experience in a luxury Customer service environment.
- A passion for our brands and products coupled with excellent interpersonal communication and presentation skills are essential.
- A knowledge of Interior Design would be beneficial but is not essential, a passion is essential.
- Basic IT Skills required.
- Excellent communication skills, with sound administration
- Confidence using all elements of the Microsoft Office programmes essential, experience in V-Look ups and Macro Excel desirable
- Excellent attention to detail
- Strong verbal and written communication skills with confidence in dealing with clients at all levels

## What's in it for you:

As a Style Library employee, you will enjoy a competitive financial package, generous staff discounts across all brands as well as licensed products and 25 days annual leave.

If this sounds like the next step in your career - make your application today! We're looking forward to hearing from you! Either hand your CV in to Maria Azevedo, Assistant Showroom Manager within Chelsea Harbour or send your CV to [jobs@walkergreenbank.co.uk](mailto:jobs@walkergreenbank.co.uk)

You must meet the legal requirements to apply for this job. At Style Library we are committed to providing equal opportunities to all applicants and look forward to receiving your application.

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