

Plain English

CUPBOARDMAKERS

JOB DESCRIPTION – DESIGN & SHOWROOM COORDINATOR

Job Title: Design & Showroom Coordinator

Reporting to: Design Director

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

Location: 51 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 Design 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 an ambitious, design and style savvy individual who has recently graduated with a design related, creative or business focused degree, or with general administrative 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 deadlines and prioritising workload while maintaining excellent written and verbal communications.

What you'll do:

- Meet and greet visitors to the showroom and guide them through the spaces with confidence and knowledge of the Plain English brand and aesthetic
- Ensure that we capture details of all visitors, add them to our database and follow up with them proactively
- Oversee the showroom calendar and keep it up to date
- Ensure the staff office and kitchen is well stocked and ready for all meetings that day
- Manage the inventory of the showroom and reorder stock to ensure they are tidy and ready at all times
- Liaise with the Marketing team on projects and events
- 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 showroom
- Plan, book and take minutes for design meetings
- Be responsible for opening and closing the showroom at the start and end of each working day
- Assist with the integration and opening of our expanded showroom space later this year

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 as needed

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 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 demanding 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 because:

- The brand speaks to you as embodied in our showroom
- 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 careers@plainenglishdesign.com