

Internship Opportunity

VANDERHURD

Vanderhurd are looking for an enthusiastic individual to join their team for a full-time internship. This is a paid role of £23 '000.00 per annum on a pro rata basis. It offers the opportunity to work directly with their team, gaining valuable experience. The role is initially for a 3 month period, with the possibility of extension based on their needs. The successful applicant will assist the team with day-to-day tasks across various projects and tasks.

Job Responsibilities:

- Sending out fabric and carpet samples to clients and manufacturers.
- Keeping stock of memo samples.
- Keeping the showroom shelves tidy and stocked.
- Neatly packing up cushions and embroidery orders and sending them out to clients.
- Liaising with clients to update them on the tracking of their fabric and wallpaper orders.
- Booking rug samples in and out on our online system, you will also be responsible for chasing clients when their loan period is over.
- Booking full rugs in and out for client & press loans and keeping the system up to date.
- Labelling new rug samples that come in from our manufactures and updating them onto our online system.
- Creating yarn poms for our clients when they request bespoke colorways.
- Filling our press.
- Ordering stationery and general office supplies.
- Answering the phone and door alongside the rest of the team.



- Updating our online system with new trade accounts and client details.
- General support to the wider team.

Key Skills:

- Demonstrating excellent attention to detail and maintaining a highly organised approach to tasks.
- Exhibiting exceptional oral and written communication skills to effectively interact with team members and clients.
- Utilising your keen eye for detail to ensure packages going out to our clients reflect our ethos.
- Demonstrating adept project management skills, with experience in handling multiple tasks simultaneously.
- Possessing a genuine passion for textiles and a deep appreciation for the world of design

Start Date: Early January

Join us in this exciting opportunity to contribute to outstanding projects, where your creativity and dedication to precision will be highly valued. Apply now and embark on a rewarding journey with our dynamic team

If you are interested in this opportunity please send your CV and cover letter to [**isolde@vanderhurd.co.uk**](mailto:isolde@vanderhurd.co.uk)



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