

Design Admin Assistant.

We have a new opportunity to join as Design Admin Assistant and support the Design & Sales team with co-ordination and communication of information and document management. Excellent organisation and communication skills are essential in ensuring timings and critical paths are met and conform to the agreed requirements of the customer. Providing the factory with all files and information required for bulk production.

Responsibilities.

- Keeping customer's collection sheets up to date with all relevant information and visual aids.
- Keeping customer visit and meeting notes/spreadsheets up to date and note taking in these meetings where appropriate.
- Updating design number spreadsheets and allocating unique numbers.
- Adding designs into the ERP system.
- Work with the archive and design team to ensure that customer reservations are kept up to date and accurate using our annex.
- Extracting data and running through Critical Path reports/production plans to ensure that design-related information is populated and readily available.
- Gathering centre and legend approval from customers in order to keep critical paths on track.
- Oversee the logging, storing and return of external archive documents.
- Attend weekly design department and critical path meetings.
- Populate design specification sheets for use by the quality and sales teams to allow export .
- Raising of purchase orders for the Design and Engraving departments using the ERP system.
- Supporting with quoting customers for design-related work and charging this out through Sales Orders.
- Monitor screen stocks for the Conventional printing department.
- Raising engraving instructions within the ERP system.
- Creating design instruction packs for the conventional engraving and sampling departments.
- Support on all relevant ERP data entry for the design and sales teams.
- High standards of communication with colleagues and customers via telephone, email and face-to-face.
- To keep good standards of housekeeping.
- To carry out all other reasonable duties as requested.
- To comply with all health and safety requirements.



Measures of Success.

- All department SOPs are followed.
- The design and sales team have all relevant information needed for meetings/portfolio presentations for customers.
- Deadlines are met.
- Critical paths are monitored and kept on track.

Connecting with others.

- High Standards of communication with external customers in person and via email, Teams and telephone.
- Keeping very good levels of communication between departments throughout the business, to ensure workflow is efficient
- Ability to communicate with others at all levels of the business and across departments.
- Clear and concise meeting notes.

Skills & Experience.

- Proficient in the use of Microsoft Office
- Highly desirable to have experience in other administrative roles previously
- Strong time-management skills and multi-tasking abilities
- Aptitude for learning new software and skills quickly
- Strong written and verbal communication skills
- An interest in design or textiles would be desirable

Behaviours.

- Strong attention to detail.
- Extremely organised.
- Self-motivated.
- Polite and helpful.
- Punctual and dedicated.

If you wish to apply, please send your CV to jobs@sandersondesigngroup.com



About Us.

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms.

Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.