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# Example of Showroom Assistant Job Description

Our company is hiring for a showroom assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for showroom assistant

* Calendar management, where needed arranging meetings according to Showroom management schedules including room/space bookings
* Supporting Floor Manager with administrative tasks - creating inventories, assisting with stock control projects and resource point monitoring
* Unpacking packages that come in
* Marking out skews
* Taking photos of samples
* Sending photos to vendors / clients
* Tracking incoming and outgoing samples for the Sales team
* Keeping the office organized
* Pre-ordering certain styles
* Creating / editing basic Excel spreadsheets

## Qualifications for showroom assistant

* To be educated to GCSE level, with a minimum of 5 GCSE's at grade C or above or equivalent qualification
* Available to work full time hours, Monday to Friday from the 9th November onwards
* 1+ year of previous experience in an Office setting
* Available to work full time hours, Monday to Saturday from 12th January onwards
* Flexible over hours where necessary, occasional evening and weekend work to be expected
* 1+ years Fashion showroom / office management experience is highly preferred• Fashion retail experience is required• Must be highly organized and efficient• Excellent prioritization skills in a fast paced changing environment• “Can do” attitude – willing to take on spontaneous tasks• Very detailed orientated• Be able to give and receive direction• Must be confident will liaising with everyone at all levels within and outside the business• Reliable