Galbraith & Paul
Job Posting - 2/20/24

Sample Coordinator

Galbraith & Paul is a studio-based business in Philadelphia specializing in the design and printing of fabrics, wallpapers, and pillows for the high-end interior design market.

We are looking for a Sample Coordinator with a background in Interior Design and a passion for textiles to join our team and support our continued growth. The Sample Coordinator will work with our current Wallpaper Coordinator and Fabric Coordinator.

Responsibilities

Pulling and Sending Memo Samples:
Accurately pull, package and send sample requests:
- Designer & homeowner requests
- Our Showroom sample libraries' requests
- Targeted sample packages for sales and marketing.

Client Communication: Send written personal notes along with samples as needed.

Use CRM software: Use company CRM Daylite program to enter data about sample requests and targeted mailings.

Sample Production: Cut and label wallpaper samples. Oversee third-party production of fabric samples.

Inventory Management: Monitor inventory levels of all sample material.

Mailing/Shipping: Use UPS Worldship and **stamps.com** to send samples.

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Qualifications

A background in the Interior Design Industry or related fields.

A passion for textiles.

Ability to research interior design firms, create sampling packets based on designer style/body of work, build coordinating sample stories using fabric and wallpaper with a mix or pattern, color, and scale.

Exceptional organizational skills and attention to detail.

Being positive and proactive.

Ability to learn and use Daylite software (CRM).

Familiarity with both Mac and PC Operating Systems.

Ability to learn UPS Quantum View and stamps.com for sending samples.

Job Details

Part time position: 2 or 3 days a week

Competitive salary

Work in a supportive team environment, within an artisanal creative setting

Opportunity to grow within the company into a full time position

Please send cover letter and resume to
job@galbraithandpaul.com

Galbraith & Paul is an equal-opportunity employer.