



We are a small team of passionate, creative & hard-working people who believe in making every day a beautiful day. We design & curate beautiful products for the whole home and our aim is to bring Sophie Conran's visions to life - creating luxury collections of outstanding quality that our customers will treasure for a lifetime, with sustainability and thoughtfulness for the environment at the heart of all we do. We have recently launched a new collection of chairs and sofas made entirely from natural materials. If you are a highly motivated person who is looking to gain experience in a fast growing environment, are not afraid to get stuck in and help with a variety of initiatives whilst learning, please do get in touch. In this internship you will be assisting with the day-to-day running of the brand and the role is based in London (SE1).

Internship role description (Full/Part-time/Flexible)

- Assist with marketing and social media initiatives.
- Assist with image editing, updating the website.
- Contact with Customers and Suppliers.
- Assist with content research and coordination.
- Assist on all event and travel coordination including shoots.
- Assist with sourcing fabrics, keep sampling list updated, dispatching samples and catalogues.
- Helping to coordinate team meetings, external meetings, office environment, office supply orders and external reservations and travel as needed.
- Assisting with market, trade & competitor analysis.
- Serve as valued participant in company-wide creative brainstorming and idea generating.
- Assist with Research and Development for new products.
- General work on exciting new projects.

Skills required:

- Familiarity with Adobe Creative Suite.
- A willingness to learn, work independently, with an interest in developing your own skills and knowledge.
- A positive 'can do' attitude and excellent work ethic.
- Strong organisational skills.
- Strong verbal and written communication skills.
- Excellent presentation design skills.
- Demonstrate collaboration, optimism, and an inventive and entrepreneurial spirit.
- Experience of working in a fast paced and ever-changing environment.
- Strong attention to detail whilst being organised and structured in the way you work.
- Good eye for design.
- A flexible approach both to the type of work undertaken and working hours as required to meet team objectives and ultimately customer needs, taking ownership and responsibility for work and performance.

Salary

- London Living Wage + Travel Allowance– please email nadia@sophieconran.com