



Job Description

Job title: PA & Sales Support
Responsible to: Sales Director
Contract: Full Time, Permanent
Location: Notting Hill, London

Company Overview

Rupert Bevan is one of Britain's leading names in luxury interiors, with over three decades of craftsmanship and design expertise. Our bespoke work, and the RB Collection, showcase the very best of this heritage — British-made furniture and finishes, crafted in our Shropshire workshops and sought after by leading interior designers, developers, and private clients in the UK, US, and internationally.

Job purpose

We are looking for a PA & Sales Support to join our London team. This unique role combines personal assistant support to Rupert Bevan with sales administration for the RB Collection, offering the right candidate unparalleled exposure to the high-end interiors industry.

The Role

You will divide your time between supporting Rupert directly and ensuring the smooth running of our London showroom and Collection sales processes. This is a hands-on pro-active role where attention to detail, discretion, and efficiency are essential. No two days will be the same!

Key Responsibilities

PA to Rupert Bevan (50%)

- Inbox & calendar management: prioritise and draft client emails, manage both personal and professional diaries, and coordinate internal/external meetings.
- Internal liaison: act as the bridge between Rupert and the Design, Estimating & Production teams, ensuring client needs are communicated and deadlines met.
- External liaison: support client meetings (note/minute-taking, follow-up), liaise with suppliers, manage samples and invoices, resolve client queries.
- Travel: book international and domestic travel (flights, accommodation, visas), coordinate itineraries, and schedule client and site visits.

Sales Support (50%)

- Collection administration: maintain Collection spreadsheets and collateral, liaise with production, track and manage samples, and oversee the condition and location of Collection pieces.
- HubSpot CRM: serve as the main point of contact, uploading and managing contacts, leads, and reports.
- Studio/showroom management: ensure samples are tracked and couriered efficiently, maintain a client-ready showroom environment, log walk-in clients, manage deliveries and supplies, and handle studio expenses.
- Events assistance: attending and assisting with the organisation of marketing and client events including procurement of supplies and helping set up and clear away.

Who We're Looking For

- Previous PA/EA or sales support experience in a creative, design-led, or luxury environment.
- Exceptional organisational skills, with the ability to juggle multiple priorities and deadlines.
- Strong communication skills (written and spoken), with a polished and professional manner.
- Discretion and confidentiality when dealing with HNW clients.
- Confident with systems and administration — HubSpot experience an advantage, but not essential.
- Proactive, resourceful, and comfortable working in a small, fast-paced, creative team.
- An interest in design, craftsmanship, and the luxury interiors sector.



What We're Offering

- 20 days holiday + 1 day accrued per year of service up to 25 days + bank holidays
- Competitive Salary
- Sick Pay
- Company Pension
- Company Events
- A varied and exciting role within a creative environment

This Job Description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post. This Job Description does not represent a contract of employment.