



## Retail, Furniture & Logistics Coordinator

43 Pimlico Road, London SW1W 8NE | 3 days per week

---

### About the role

Nina Campbell is one of the world's most celebrated interior design houses, and our Pimlico Road showroom is home to our furniture and accessories collections. We're looking for a well-organised, calm and personable coordinator to keep everything moving behind the scenes — from stock arriving at the shop to bespoke, made-to-order furniture reaching our clients' projects.

Working three days a week, you'll sit at the heart of the business alongside our Retail Director, Head of Furniture, Shop Manager, and Finance and Operations Manager. It's a varied, hands-on role with real ownership: you'll manage the full supply chain for our stock, build lasting relationships with our suppliers in the UK and US, and make sure every delivery lands beautifully.

*Please note this role covers the retail and furniture side of the business; it does not include logistics for our Interior Design Department.*

### What you'll be doing

- Managing the end-to-end supply chain for our furniture and accessories stock
- Building strong supplier relationships, keeping lead times on track and turning around bespoke orders quickly and thoughtfully for our clients
- Raising purchase orders and reconciling supplier invoices against stock purchase orders,
- Reconciling client invoicing against supplier order processing
- Looking after our digital inventory system and coordinating our twice-yearly stock takes
- Coordinating white-glove deliveries for all furniture orders, liaising with suppliers and clients throughout
- Managing FedEx and international freight, including reconciliation
- Handling import and export customs paperwork and resolving shipping delays when they arise

### What we're looking for

- At least 2 years' experience in supply chain, logistics or stock management, ideally within luxury goods, fashion or high-end interiors
- Confident numeracy for order processing and reconciliation
- Exceptional organisation and close attention to detail

- Clear communication is required across departments, with the ability to juggle competing priorities and keep senior colleagues informed
- A warm, confident telephone manner, with patience and resilience
- A proactive, practical problem-solver
- Working knowledge of HS/HTS codes, commercial invoices, certificates of origin, and UK and US customs processes
- Experience with Shopify, Estimote and Microsoft onedrive/SharePoint would be a real advantage

## **What you'll gain**

- The opportunity to work with one of the world's leading design brands in one of the premier design districts in the world
- Ability to shape the role and add real difference to the critical side of the business
- You will be joining a hardworking, energetic and design led group, with Nina and her family at the helm, no two days will be the same

## **How to apply**

Please send your CV and covering letter to,

Mary Greenberg

[furniture@ninacampbell.com](mailto:furniture@ninacampbell.com)

Thanks so much, we are looking forward to hearing from you.

Nina Campbell Ltd, 43 Pimlico Road, London SW1W 8NE

Tel: +44(0)207 591 5788

[furniture@ninacampbell.com](mailto:furniture@ninacampbell.com)