



Are you a marketing and design student looking for a placement year?

Are you looking for an exciting opportunity to gain experience working in a textile company to broaden your skills?

We are looking for a student to join our team to support all areas of the company from marketing, sales to the pattern department. It is a super exciting role where you can gain skills and experience in everything from marketing, graphic design, sales, admin and learn how a textile company operates. This role requires someone who is incredibly organised, enjoys working in a fast-paced environment, has a can-do attitude and wants to try their hand at anything and everything within the business.

About James Hare

James Hare is home to the very best in furnishing and fashion fabrics from around the world. Since 1865, the Hare family have specialised in the distribution of luxurious materials and wallcoverings in particular silk, supplying many of the leading international fashion and interior designers.

Job Title

Student Intern

Position Details

- Full time: 37.5 hours
- One year placement
- Based in Leeds City Centre
- Start date 1st July 2024
- Monday-Friday 9am-5pm

Role Purpose

Reporting to the Marketing Executive and providing support the company in the all departments when required such as marketing, design, sales, accounts and pattern departments.

Key Responsibilities

- Assisting departments across the company such as: covering the pattern department with dispatching sample orders, administrative tasks for both the accounts and design departments.
- Supporting the sales department every morning processing sample orders and assisting in contacting customers to ensure that account information is correct.
- Taking ownership of updating the Fabric Sourcebook to be printed for the following year.
- Assisting the marketing department with sending email campaigns, creating social media content, designing print marketing materials, organising photoshoots.
- Supporting the Export manager with marketing tasks for the US, such as designing wing tickets and creating showroom displays.
- Helping the creative director with everyday jobs within reason.

Skills & Experience

- Be interested in the textile industry.
- Have excellent organisational skills.
- Positive attitude and keen to learn.
- Be able to handle multiple tasks, working in a fast-paced environment and meeting deadlines.
- Good knowledge of MS Word, Powerpoint and Excel, Adobe Acrobat and Outlook.
- Good CAD skills, including Adobe Photoshop, InDesign and Illustrator.
- Innovative with a keen eye for detail and highly creative.
- Good written and oral communication skills
- Have strong problem-solving skills with a positive outlook.

If you would like to apply for the role of Student Intern, please send your CV and cover letter to careers@james-hare.com

We look forward to hearing from you!