

PROPORTION LONDON

SHOWROOM 65 Leonard Street, London EC2A 4QS. Telephone: +44(0)20 7749 1300
PRODUCTION 16 Hickman Avenue, London E4 9JG. Telephone: +44(0)20 8498 3070

Tailoring Assistant

Proportion London is a design-led visual merchandising services company specialising in the design and manufacture of mannequins, bustforms and visual merchandising related equipment.

We are looking to hire an experience Tailoring Assistant to organise all paperwork and assist members in the tailoring department, ensuring all products made are up to the company's quality standards at all times.

The successful candidate will be required to;

- Collate and organise all orders provided by the production office for the Tailoring Team Leader to distribute fairly
- Operate sewing machines or sew upholstery by hand and join various sections of covering material
- Measure and cut new covering materials, using patterns, measuring and cutting instruments
- Finish the underneath of bust forms, ensuring they are painted, and then velvet attached to ensure high quality from all angles.
- Assist all members of the tailoring team, as required.

The successful candidate will be experienced with operating sewing machines and sewing by hand. They will need to be an organised team player, with a positive and pro-active attitude.

Location: Hickman Avenue, E4 9JG
Hours: 37.25 per week
Monday to Thursday 07:30 to 16:15
Fridays 07:30 to 13:00
Salary: £16,000.00 to £21,000.00 per annum, depending on experience
Contract Type: Permanent

If you feel that you meet the essential criteria in the below person specification, then please apply by sending your CV to Danielle.dear@proportion.london.

If you have any questions or would like to view the job description please do not hesitate to contact Danielle Dear on 0208 498 3072, Danielle.dear@proportion.london.

Person Specification

Tailoring Assistant

	Essential/Desirable		
	CV	I	A
Experience/Qualifications	Essential/Desirable		
Experience of handmaking covers for bespoke products	D		
Experience of taking accurate material measurements	E		
Experience of fitting covers to bespoke products	D		
Knowledge on using a wide variety of fabrics e.g. taffeta, satin, felt etc.	E		E
Experience of working to a high quality	E		E
Experience of operating sewing machines	E		
Experience of hand stitching	E		
Experience of matching patterned fabrics	D		
Experience of working in a team	E	E	
Personal Abilities & Attributes			
Ability to be proactive	E		
Ability to work to tight deadlines	E		E
To be efficient and cost-conscious	E		
To take responsibility for issues that may affect profitability	E		
Excellent written and verbal communication skills	E	E	
Organised and meticulous	E		
Excellent attention to detail	E		E
To take pride in all work	E		E
To be flexible for the needs of the business	E		
To promote and abide by Health & Safety	E		
To promote equality and diversity	E		
To respect and trust our colleagues	E		
To recognise the fun of a challenge and overcome obstacles	E		
To communicate honestly and openly	E	E	

CV – at application stage

I – at interview stage

A – at assessment stage