

Job Title: Assistant Sales Designer

Reporting to: Design Manager & International Design Coordinator

Hours: 9:00am - 5:30pm Monday - Friday

Location: 41A Hoxton Square, London

Probation Period: 3 months

British Standard is looking for an assistant sales designer to join our Hoxton Square design team. The role is a junior position with room for growth within the business. Working in a fast-paced and design-led environment you will need to be able to cope with working under pressure and prioritise workload while maintaining excellent customer relationships. The role offers an exciting opportunity for a passionate designer to join our experienced and friendly team. To start with, the role will focus on assisting the senior sales designers with opportunity for growth.

What you'll do:

- Talk confidently to new clients about our design ethos and technical product information
- Create and present innovative design schemes based on client briefs
- Manage feedback and amends across multiple projects
- Create shopping lists to help clients order through our website
- Work closely with our accounts team and workshop to manage deliverables
- Assist clients throughout every stage of the British Standard process

Who you are:

- Have a genuine passion, understanding and appreciation for good design and the British Standard design ethos
- Excellent design skills, attention to detail, written and verbal skills
- Strong sales focus and ability to meet challenging targets and deadlines
- Quick and efficient learner
- Highly presentable and organised at all times
- Ability to use design software (Vectorworks preferable) and Microsoft Office applications
- Good interpersonal skills and confident when meeting new people
- Ability to manage a high workload and work both independently and as part of a team