

Plain English

CUPBOARDMAKERS

Job Description – Showroom Sales Administrator

Job Title: Showroom Sales Administrator

Location: Plain English Design, 28 Blandford Street, London W1U 4BZ

Work Hours: Full Time - Monday – Friday 9.00am – 5.30pm (Regular Saturdays with a day off in lieu)

Reports to: Sales & Marketing Director

As Showroom Sales Administrator you will be an integral part of the team and play a key role in supporting the sales team to achieve the sales targets set. This position will ensure the smooth day to day running of the showroom while supporting the sales team with administrative tasks in order to deliver the high standards that we demand.

The role offers an exciting opportunity to work within a fast-paced design led environment you will need to be able to cope with working under pressure, prioritising work load while maintaining excellent written and verbal communications.

Responsibilities

- Responsibility for opening and locking the showroom at the start and end of each working day
- Ensure the kitchen is well stocked and ready for all external meetings that day
- Meet and greet all visitors to the showroom and guide them through the space as necessary
- Ability to learn about the product and talk about it with visitors in a confident and proactive manner
- Ability to refer customers through the correct channels whether customer services or sales, by providing the correct information to colleagues
- Manage the showroom inventory and reorder of showroom stock to ensure the showroom is tidy and ready at all times
- Managing sampling process and ensuring the sample cupboard is well stocked and labelled at all times
- Adding new contacts to the company database and ensuring the information is correct
- Supporting the leads distribution by collating and adding relevant information to the schedule
- Manage the showroom rota to ensure the smooth running of the showroom
- Plan, book and take minutes for the monthly sales and marketing meetings
- Day to day administrative support to the sales team including;
 - Create, type and send the correct paperwork in line with agreed project timeline, including Sale Order Documents
 - Costing projects from sketch layouts
 - Assisting with typing the design documents and appliance lists
 - Add new information to the customer database
 - Add meeting times and dates to the designer and or showroom calendar
 - Support designer by attending showroom meetings to take notes as required

Experience

- Excellent attention to detail, written and verbal skills
- Highly presentable and organised at all times
- Ability to use all Microsoft Office applications and Adobe Design software including Photoshop and InDesign
- Good interpersonal skills and confident when meeting new people
- Ability to manage a high work load and work both independently and as part of a team
- Understanding and appreciation for good design and the Plain English design ethos