

BRITISH STANDARD

BY PLAIN ENGLISH

Job Title: Admin and Showroom Assistant

Reporting to: Sales and Showroom Manager

Hours: 9:00am - 5:30pm Monday – Friday (Occasional Saturdays with a day off in lieu)

Location: 41A Hoxton Square, London

As Admin and Showroom assistant 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, workshop and accounts 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.

What you'll do:

- First point of contact for clients over email, telephone and the showroom.
- Meet and greet all visitors to the showroom, talk confidently to new clients about our design ethos and technical product information
- Manage feedback and amends across multiple projects
- Create approximate quotes for new clients, passing these onto the design team.
- Work closely with our admin team and workshop to manage deliverables and assist customer care.

Who you are:

- Have a genuine passion, understanding and appreciation for good design and the company ethos.
- Excellent attention to detail, written and verbal skills
- Quick and efficient learner
- Highly presentable and organised at all times.
- 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

