**MCKINNEY AND CO**

MCKINNEY AND CO ARE CURRENTLY RECRUITING FOR A FULL TIME POSITION TO JOIN OUR SMALL TEAM IN OUR DESIGN CENTRE, CHELSEA HARBOUR SHOWROOM. WE DESIRE A HARD WORKING MULTI-TASKER WHO IS MOTIVATED AND CONFIDENT.

THE JOB IS VARIED AND AT TIMES CHALLENGING. IT WOULD BEST SUIT SOMEONE WHO IS VERY ORGANISED WITH A SENSE OF CALM AND WHO IS PREPARED TO GO THE EXTRA MILE WHEN REQUIRED.

MCKINNEY AND CO ARE THE LEADERS OF HIGH END INNOVATIVE WINDOW FURNITURE PROVIDING POLES, FINIALS, PELMETS, TIEBACKS ETC TO TOP GLOBAL DESIGNERS. WE WORK CLOSELY WITH OUR TRADE AND RETAIL CUSTOMERS TO DELIVER THE BEST PRODUCT AND EXPERIENCE.

WE WILL BE SHARING THE NEW SHOWROOM IN SEPTEMBER WITH THE GAINSBOROUGH SILK WEAVING COMPANY AND THE CHOSEN CANDIDATE WILL ALSO BE DEALING AT TIMES WITH THEIR FABRICS SO AN INTEREST AND LOVE OF FABRICS IS WELCOME.

**KEY RESPONSIBILITIES**

DEVELOPING A DEEP UNDERSTANDING OF THE BUSINESS AND ENSURING THE DELIVERY OF FIRST CLASS SERVICE

RAISING ESTIMATES AND PROCESSING ORDERS FROM ENQUIRY THROUGH SHIPPING

DEVELOPING CONSTRUCTIVE RELATIONSHIPS WITH SUPPLIERS BRANDING AND MARKETING WORK

FILING AND KEEP ON TOP OF THE OFFICE SIDE OF THE BUSINESS ENSURING THE SHOWROOM IS ALWAYS ORGANISED AND LOOKING ITS BEST

OCCASSIONAL DOG WALKING

**REQUIREMENTS**

INDUSTRY EXPERIENCE PREFERRED

GRADUATE PREFERRED BUT NOT ESSENTIAL

SALES AND/OR RETAIL EXPERIENCE AN ADVANTAGE

WORKING ENGLISH PROFICIENCY AND CONFIDENT TELEPHONE INTERACTION

AN INTEREST IN INTERIOR DESIGN

GREAT IT SKILLS

SOCIAL MEDIA SAVY

NUMERICAL

CAN DO APPROACH

1 YEAR MIN COMMITMENT

IDEALLY IMMEDIATE START BUT WILL WAIT FOR IDEAL CANDIDATE

MONDAY – FRIDAY 9.30- 5.30

PLEASE SEND YOUR CV AND SHORT COVER LETER TO SHONA@MCKINNEY.CO.UK

VIDEO APPLICATIONS ALSO ACCEPTED