Osborne & Little Ltd, leading international designer of high quality furnishing fabrics and wallpapers has an opportunity for a Sales Orders Assistant based in our South London Head Office.   
  
Job description:

To Handle calls from Trade customers

Take and process orders on the company’s system   
Resolve customer queries and problems   
Liaise with local sales teams   
  
Main skills needed:   
Very organised and excellent attention to detail and accuracy   
Excellent Telephone manner & Administration Skills   
Flexibility and quick reaction time   
Willing to learn and develop within the company   
Team player

Experience working with Outlook or SAP would be ideal   
Experience in a related industry an advantage

Pay: circa £22,000-£23,000 per annum   
  
Monday to Friday 9.30am - 5.30pm  
Permanent – 35 hours per week   
  
Please apply via email with your CV and details of your current salary to Ms E Zeitouni

[zeitounie@osborneandlittle.com](mailto:zeitounie@osborneandlittle.com)