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