

A destination since 1929 for connoisseurs of fine design and all things beautiful, Scalamandré’s beloved signature classics, as well as its fresh new collections, infuse style, elegance and vitality to the rooms of today and tomorrow. A standard bearer of imported and domestic fine textiles, Scalamandré continues its legacy of traditional, historic, classic and contemporary designs creating luxurious, high-end [fabrics](http://www.scalamandre.com/fabric-products.html), [wallcoverings](http://www.scalamandre.com/wallcovering-products.html), [trimmings](http://www.scalamandre.com/trim-products.html), and [furnishings](http://www.scalamandre.com/products-furnishings.html). In early 2017, the company merged with Stark Fabric, expanding the family of prestigious brands.

**SHOWROOM SALES SUPPORT**

* We are looking to recruit a full time Showroom Sales Support person with the ability to provide administrative support to the sales team whilst working and selling in a luxury showroom environment. Sales administrative experience is advantageous. Proficiency in Microsoft Office Word, Excel, Outlook is essential.

**Administrative Duties:**

* Answering phone and email enquiries from new and existing clients
* Reserving stock, sending Proforma Invoices, preparing costs, obtaining shipping quotes, taking payments, Purchase Orders
* Monitor Proforma Invoices and Reserves to enable the relevant account manager to follow-up with their clients
* Communicating and managing our suppliers and warehouse staff on a daily basis by email and telephone, tracking all orders and deliveries internationally
* Booking couriers, manage post, order stationary
* Excellent telephone manner, excellent levels of spoken and written English
* Manage time and prioritise duties
* Ability to multitask, highly organised

**Sales Responsibilities:**

* Grow showroom sales & deliver excellent customer service to clients visiting the showroom, assisting to source specific product for prestigious projects
* Responding on behalf of Account Managers to enquiries from existing clients about stock, pricing, lead time etc
* Updating the client log
* Ordering and sending samples, maintaining and organising sample library
* Maintaining showroom presentation & very high standards of personal presentation

Salary upon application, References required.

Please forward your CV and introduction letter to [sarah@scalamandre.co.uk](mailto:sarah@scalamandre.co.uk)