**Job Description**



Position: Showroom Assistant, Chelsea Harbour

Type: Part time, permanent

Hours: Variable

Salary: Negotiable dependent on experience

Applicant:

* Enthusiastic and energetic, with exceptional communication skills and with experience / interest in the interior design industry.
* Confident, proactive and well-organised.
* Minimum 2 years’ experience in a Sales or Customer Service role.
* Computer literate, with experience using Microsoft Office and preferably CRM databases.
* Able to work within a small team and capable of multi-tasking in a busy environment.
* A good team player, but also confident working independently.

Main responsibilities:

* Assist the Showroom Manager in day to day running of the showroom.
* Assist clients in selection of designs and decorative schemes.
* Assist in maintaining the showroom presentation.
* Take responsibility for maintaining and organising showroom sample library.
* Respond to phone and email enquiries from architects and designers in a timely manner.
* Provide quotes for projects, including pricing, stock and lead times.
* Liaise with Customer Service team at head office on a daily basis to provide excellent levels of customer service to clients using the showroom.
* Manage showroom in absence of Showroom Manager.
* Meet agreed sales targets and other KPI’s.

To apply, please send your CV and covering letter stating salary expectations to Martin O’Kane at [martin.okane@lincrusta.com](mailto:martin.okane@lincrusta.com)