Junior Showroom Assistant

Role

Watts are looking for a proactive and enthusiastic junior to assist in our London showroom. This is an excellent opportunity to gain practical experience of the interiors industry working in both sales and marketing and would well suit a recent graduate.

The applicant will have a basic knowledge and keen interest in interiors capable of neat product presentation, and an eye for colour and design. This is a client facing role, so the applicant should be confident, helpful and friendly.

General responsibilities include but are not limited to

• Assisting the Sales team with general administration and

operational tasks

• Greeting clients, answering the telephone and responding to email and online enquiries

• Liaising with the Operations Manager to ensure efficient despatch of orders and all sampling

• Responsible for the appearance of the showroom and maintaining an inspirational visual of all merchandise.

• Keeping the sample room organised and tidy

• Data input and maintenance on relevant computer systems.

Skills required

• Must have excellent communication skills, both verbal and written.

• Well mannered, polite and friendly, ability to interact in a professional manner with clients.

• Enthusiasm and interest in the industry.

• Good time management and organisational skills.

• Must have profficient IT Skills with use of Apple and Microsoft programmes.

• An open manner, and willingness to learn and grow your skill set as an important member of a diligent energetic team.

Salary negotiable, dependent on experience.

References required.

Please send CV and Covering letter to Creative Director Fiona Flint [fiona@watts1874.co.uk](mailto:sagal@watts1874.co.uk)