**TURRI**

**SHOWROOM MANAGER**

Turri, Italian producer of refined collections of furniture since 1925 is looking to hire a Showroom Assistant for the imminent opening of their first London showroom.

**THE ROLE**

* To proactively promote sales to the A&D community as well as retail sales
* To ensure the utmost level of customer service along with efficient and timely supply of catalogues and samples to clients and prospects
* To attend to all client requests quickly and cheerfully and welcome visitors with pleasure to the showroom
* To maintain an impeccable showroom at all times and ensure that samples, catalogues and office supplies are constantly monitored so that they are always readily available
* To secure new clients from all areas, and to be autonomously able to introduce the products and to keep the A&D community updated at all times.
* To follow up on all calls, visits and contacts
* To issue offers to clients and follow up
* To process orders and transmit them to the headquarters and keep the client informed about production and secure payments
* To Assist with delivery and handling of the orders

**REQUIREMENTS**

* Goal oriented and aware of the impact of own performance and behavior
* Minimum of 3 years of experience in the same or similar position.
* Proven contacts with the A&D community
* Professional and Cheerful demeanour with clients and with staff
* Fluency in English both written and oral
* Highly organised and conscientious, flexible and willing to work after hours and on weekends when necessary
* Preference for Design background and ability to read architectural plans and use Autocad
* Strong IT Skills and applied social media marketing
* Proficiency with Microsoft Office
* Personal and professional interest in Furniture and Design by attending fairs, events and presentations

Turri will provide full product training, including visits to our factory in Italy.  Please send your CV to along with an introductory letter to hr@turri.it   Due to the volume of applications, only successful candidates will be contacted.