Showroom Sales and Admin Role

Location: Chelsea Harbour

Working Hours: Monday – Friday 9:30 – 17:30

George Spencer Designs are a prestigious independent fabric, wallpaper and trimming supply company looking for a new member of staff to join our small, friendly team. This is an admin role with some customer-facing when required. Previous administrative experience is beneficial and good knowledge of excel and MS office.

The role:

* Helping to manage the showroom on a day-to-day basis
* Keep up-to-date with showroom correspondence, customer queries
* Processing purchase and sales orders and inputting reserves
* Answering the telephone and email queries efficiently
* Liaising with customers and suppliers
* Co-ordinating with the warehouse team to arrange timely deliveries and shipments
* Creating shipping and packing documents
* Support the sample team when needed to keep the library topped up and well organised; sending out samples to customers and agents
* Meeting and assisting retail and trade clients in the showroom with a high level of service

Skills Required:

* Excellent computer skills in Outlook, Word and Excel. Knowledge of Sage is an advantage
* Must be well presented, have a positive attitude, be organised and have a willingness to learn and get involved
* Good time management skills
* Able to multitask and prioritise
* Must be a self-starter and a motivational team player
* Excellent command of both written and spoken English is essential

The ideal candidate should have interests in textiles and interior design.

Please send a cover letter and your CV to [jo@georgespencer.com](mailto:jo@georgespencer.com)