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**Office Junior at Tom Faulkner**

Tom Faulkner is a multi-award winning creative business that designs and makes beautiful and distinctive furniture. We sell to leading interior designers and architects working on prestigious residential and hotel projects all over the world.

We are looking for a super-efficient office junior to support the team in our Chelsea showroom and office. This role would suit a recent graduate who has initiative, drive and an interest in design.

**Requirements**

* Well presented with a friendly and confident telephone manner
* A keen eye for detail
* Strong organisational and communication skills
* Lots of initiative and a willingness to take on any task no matter how large or small
* A strong team player
* Experience working in an office environment
* Competent and confident working on Excel, Word, Outlook, Photoshop

**Responsibilities include**

* Answering and directing calls
* Opening, sorting and distributing mail
* Managing the sample library
* Sending out catalogues and samples to customers
* Replenishing office supplies
* Filing and basic bookkeeping tasks
* Updating contact lists on database
* Updating website
* Keeping the showroom looking beautiful at all times
* General day to day admin tasks
* Meeting and greeting clients

Salary £21,000

Please send a short covering letter telling us what differentiates you from the crowd and why you’re interested in the role, and your CV to miranda@tomfaulkner.co.uk