**Office Administration/Sales Assistant**

Cameron Broom offer a wealth of knowledge and experience in all aspects of soft furnishings to many of the most influential and highly respected Design and Architectural practices in the United Kingdom. Our high level of bespoke products and services enables us to be assist our client on inspirational projects throughout the world.

The role would involve liaising with suppliers, manufacturers, internal sales and project managers to assist in the delivery of projects to meet our client deadlines. An ideal candidate would be organised, self motivated and adaptable, some interest of the interior furnishings industry would be an advantage.

Computer literacy is essential as well, experience of Estipc estimating package would be an advantage but not essential. This role would be ideal for any candidates looking to make their first step into the interior design industry and/or for someone who is keen to become a key member of a small dynamic team. Full support and training will be arranged for the successful candidate.

Position available immediately.

To apply please send your Curriculum Vitae to richardbailey@cameronbroom.com

**General Duties**

* General Office Administration
* Supporting our sales team with presentations, proposals and estimating.
* Assisting in the day to day running of projects
* Liaising with new and existing clients by processing any requests

**Key requirements/ skills/ Abributes**

* Organised and methodical
* Able to work within a small team
* Able to prioritise their workload
* Good telephone manner
* Proficient in Microsoft Word, Excel and Powerpoint

To apply please email Richard Bailey [RichardBailey@cameronbroom.com](mailto:RichardBailey@cameronbroom.com)