**Showroom Assistant/Sales Administrator at Gallotti&Radice UK**

Gallotti&Radice is an Italian high-end furniture manufacturer who has explored glass manufacturing processes and techniques since its inception in 1955. Still based in the Brianza region, the company’s passion for experimentation and craftsmanship is at the heart of its furniture and lighting production for the luxury residential, hospitality and workplace sectors.

An exciting job opportunity for a Showroom Assistant/Sales Administrator has arisen to join Gallotti&Radice Flagship Store at the Design Centre, Chelsea Harbour in London. The idea candidate will have minimum 2 or 3 years’ experience in the luxury furniture, lighting or design industry, and can demonstrate to be an exemplary team-player with strong customer service and interpersonal skills.

**Main responsibilities include:**

* Support the busy sales team with sales inquiries and quotes
* Processing orders, organising deliveries, and liaise with contractors on a daily basis
* Dealing with customer queries and after sales service as directed by the field sales team
* Assisting with regular showroom lay-out changes, industry events and showroom presentations
* Coordinating product loans for the press
* Help manage day-to-day running of the showroom, ensuring high standards of brand image are met
* Overseeing health & safety, fire regulations, cleaning and security procedures

**Qualities and skillset required:**

* Fast-learner and organised
* Problem-solver and able to work independently
* Intermediate Excel
* Excellent spoken and written English
* Italian language highly desirable

No interior design academic background or business development is required for this role.

If you would like to apply for this position please send your CV to Maria Teresa Barletta mtbarletta@gallottiradice.com