



## **Trade Sales Assistant**

### **Why You?**

Are you a good communicator and an organised individual who has a passion for furniture and interiors? Do you love to work as part of a dedicated and fun team to help grow the business? Then we would love to hear from you!

### **Your role and where it can take you**

As Trade Sales Assistant at the Circus you will help with sending out quotes, communicate with clients, help develop new business, send out samples, liaise with the factory regarding client orders, work closely with Head of Sales to manage day-to-day operations including overseeing the calendar, follow up on leads, and provide exceptional customer service support to clients.

In addition, you will be included in client meetings and presentations with the Head of Sales to learn how to pitch the business and manage client relations. This role can develop into self-managing client accounts and building a portfolio of customers of your own.

### **Bring your talents to the Circus**

You need to be a good communicator, an organised individual, a problem solver, able to follow instructions, show initiative and have the ability to work independently.

You are well presented and happy to help others, and willing to go the extra mile for colleagues and clients.

You are confident in picking up the phone and calling clients, and able to provide excellent customer service.

You have a passion or interest for furniture and interiors.

You have excellent computer and administration skills with a high level of attention to detail, and are proficient in all Microsoft Office applications.

### **Bonus Talent:**

Licensed to drive in the UK.

Knowledge of B2B sales.

Familiarity working with line drawings.

The successful candidate will receive product training and support as well as a competitive salary based on experience.



## **Why join the Circus?**

We offer a fun and create environment where your suggestions are valued. You will be working closely with a creative team to further the business, while honing your skills in the industry.

## **Step into the wonderful world of Circus 25**

Circus 25 is a luxurious homeware brand that manufactures bespoke high-end furniture as well as offering a carefully curated menagerie of interior décor and accessories to complete a project.

When you visit Circus 25 you are entering a world of imagination, a place of luxurious and quirky design that elevate interior spaces.

## **Our Values**

High quality is at the heart of Circus 25.

Nothing leaves our factory without the utmost care and attention to detail, while also meeting the client's needs and lead times. We work closely with clients at every step to create their vision with long-lasting products.

If you think this role is made for you, please send your CV to [info@circus25.com](mailto:info@circus25.com) with a short cover letter giving us a brief insight about you.

Shop and Showroom is located at 25 Connaught Street, London W2 2AY (main place of work).  
Factory at 37-39 Baker Street, High Wycombe HP11 2RX.