**JOB TITLE**

Showroom Assistant

**MAIN DUTIES**

The position is located at our King's Road showroom. We’re looking for someone to be part of our small, friendly team. You would be involved in a variety of duties including; retail sales, ordering, general administration as well as assisting trade and retail customers with design, colour and interiors advice face to face, by phone, letter and email.

**SKILLS & EXPERIENCE REQUIRED**

The successful applicant would require excellent spoken and written communication skills, along with the ability to work well within a team at our interiors showroom, using their initiative when required and will be used to working under pressure. We are looking for someone who is reliable, bright, outgoing and well presented. Previous customer contact experience is essential. A background in design, furnishings or interiors, with some administration experience would be an advantage. Some Saturdays required.

**HOURS**

Mon - Fri 10am - 6pm & Sat 10am - 5pm (as required)

**SALARY**

Circa £22,250 per annum

If you would like to apply for this position please send your CV to [hinawskih@osborneandlittle.com](mailto:hinawskih@osborneandlittle.com)