# JOB DESCRIPTION

**Title:** Sales Consultant

**Location:** Oficina Inglesa, Chelsea Harbour Design Centre

**Address:** 302 Design Centre East, London, SW10 0XE

**Purpose of work:** To work as a member of a team of showroom assistants in a retail showroom primarily selling pieces from the Oficina Inglesa furniture collection and assisting clients with the commission of bespoke furniture.

# Goal:

* To ensure customer satisfaction with polite, friendly and efficient service at all times.
* To be able to handle and convert enquiries in a timely and professional manner.

# Main Duties / Skills required:

We are looking for a new member of staff to join our team of Sales Consultants in our showroom in London. The new member of the team should be personable, well-spoken, reliable and thrive in a busy and proactive environment.   
  
Previous sales experience and knowledge of the furniture industry are essential.

* Giving clients an efficient and professional level of sales and service.
* Completing and assisting all aspects of the sales cycle.
* Responding to enquiries, preparing quotes, processing and monitoring customer orders.
* Processing sample requests, assisting with the day to day running of the showroom.
* Excellent IT Skills, specifically Word, Excel and Outlook.
* Personable and client facing, she / he will enjoy dealing with the public.
* Good communicator. Excellent writing skills required. Able to quickly organise ideas in an email.
* Excellent presentation. Smart professional appearance.
* Excellent telephone manner.
* Good attention to detail.
* Organised and able to work under pressure both individually and as part of a team.
* Willingness to multi-task.
* Problem solver.
* Excellent time keeping and ability to meet deadlines.

**Hours of work:** Monday to Friday 9.30am to 6pm.

Please email: [info@oficinainglesa.com](mailto:info@oficinainglesa.com)

**PLEASE NOTE THIS IS NOT AN INTERIOR DESIGN OPPORTUNITY**