****

**Sales & Studio assistant**

Tom Faulkner is a award-winning creative business that designs and makes beautiful and distinctive furniture, with a workshop in Swindon and showroom in Chelsea’s Design Quarter, London. We sell to leading interior designers and architects working on prestigious residential and hotel projects all over the world.

Our company motto is ‘*there’s always a way’*, and we are looking for someone dynamic, flexible and hardworking who stands out and relishes new challenges and being part of an ambitious team. This is a role with plenty of scope for development, and we value personality over experience.

**Requirements**

* Well presented and articulate with a friendly and confident telephone manner
* A keen eye for detail
* Strong organisational and communication skills
* Lots of initiative and a willingness to take on any task no matter how large or small
* A strong team player
* Some experience working in an office environment
* Competent and confident working on Excel, Word, Outlook
* A creative thinker and problem solver

**Some of the things the role involves:**

* Meeting and greeting interior designers and private clients
* Preparing sales quotes and managing orders
* General office admin, filing and book keeping tasks
* Managing the sample library and ensuring the showroom is always looking beautiful
* Sending out catalogues and samples to customers
* Updating contact lists on database

Full-time position, Monday-Friday with occasional Saturdays

Salary £23,000

Plus private medical insurance, and company pension scheme

Please send a short covering letter telling us what differentiates you from the crowd and why you’re interested in the role, and your CV to davina@tomfaulkner.co.uk