

# INTERIORS · OF CHISWICK ·

## **INTERIORS OF CHISWICK – Showroom Assistant/Administrator**

Interiors of Chiswick is a long-established interior design studio and showroom on the Chiswick High Road is looking to fill the position of “Showroom Assistant”.

The candidate we are seeking is required to be well organised, creative minded, be positive and be focused on the detail. The position is to support our in-house design team as well as the general day to day running of our showroom. Proficiency in using MS office and be willing to learn ordering systems and work independently or as part of a team.

If you are passionate about customer service, want to be grow and be part of a family environment Interiors of Chiswick may be for you.

### **Key Responsibilities**

- General day to day running of the showroom.
- Typing quotations and invoices.
- Supporting the in-house design team.
- Assisting during periods of high workload, sickness and holidays.
- To process purchase orders in a timely and professional manner with particular attention to detail.
- Liaise clearly with suppliers and tracking of orders, through to completion for client delivery.
- Be dedicated to customer service and prompt follow up.
- Be a team player.
- Customer service and aftercare.

### **Key Attributes Required**

- Strong administration skills and willingness to carry out admin tasks.
- Excellent communication skills via phone and email.
- Proactive in your approach to gaining new sales.
- Self-Motivated and practical with your approach.
- Design flare or previous showroom experience.
- Confident in your approach to all situations that may come your way.
- Strong negotiating and problem-solving skills.
- IT Literate and Microsoft Office proficiency essential
- Basic knowledge of Sage/Xero is beneficial.
- CAD or Sketch up proficient (not pre-requisite)

To be considered for this opportunity, please email a cover letter and CV to;  
[enquiries@interiorsofchiswick.co.uk](mailto:enquiries@interiorsofchiswick.co.uk)

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