

Showroom Sales and Admin Role - Maternity cover

Location: Chelsea Harbour

Working Hours: Monday – Friday 9:30 – 17:30

George Spencer Designs are a prestigious independent fabric, wallpaper and trimming supply company looking for a member of staff to join our small, friendly team as Maternity cover (Minimum 16 months). This is both an admin role and customer-facing. Previous customer service experience is essential.

Main tasks

- Meeting and assisting trade and retail clients in the showroom, with a high level of service
- Answering the phones and emails
- Processing sales orders and purchase orders in a timely manor
- Liaising with customers, suppliers, and warehouse in a friendly and efficient manor

Other tasks

- Maintaining showroom appearance
- Assisting sample team when needed

Skills Required:

- Excellent computer skills in Outlook, Word, and Excel. Knowledge of XERO and CRM systems an advantage
- Must be well presented, have a positive attitude, be organised, and have a willingness to learn and get involved
- Good time management skills
- Able to multitask and prioritise
- Must be a self-starter and a motivational team player
- Excellent command of both written and spoken English is essential
- Good sense of humour, always helpful

The ideal candidate should have interests in textiles and interior design.

Please send a cover letter and your CV to jo@georgespencer.com