

We are looking for a dynamic and customer focused Showroom Assistant to work alongside our Showroom Manager in our Design Centre Chelsea Harbour London Showroom. Ideal candidates must be self-motivated, organised, have a can-do attitude and a love of pattern, colour and interior design.

What you will be doing:

- This position will report directly to the Showroom Manager.
- Help grow sales in the trade sector.
- Maintain organisation of sample inventory, catalogues and pattern books.
- Manage sales orders using MINDTHEGAP's internal system.
- Assist with customer service responsibilities by inputting client orders and communicating with clients.
- Be an ambassador and sell the MINDTHEGAP brand.
- Communicate to clients, updating on orders and ETA dates.
- Develop relationships with key clients, network within the architecture and interior design community at Design Centre Chelsea Harbour.
- Assist Sales Agents with queries.
- Register new projects and prepare sample requests.

Must have:

- 1 to 5 years sales experience;
- Upbeat, energetic, can-do attitude;
- Team player;
- Excellent customer service, with a customer focused mentality;
- Track record of providing fast response times;
- Fantastic organisational skills;
- Strong analytical skills;
- Outstanding communication skills;
- Proficient in MS Office;
- Must be based in London or surrounding suburbs;
- Responsible and reliable;
- Detail-oriented.

Benefits:

- A forward thinking, friendly company with a unique culture.
- Competitive salary.
- Bonus scheme.
- Paid holiday 20 days per year plus all UK bank holidays.
- Pension plan.

To apply, please email ioana@mindtheg.com or showroom.london@mindtheg.com with a CV and Cover Letter.