



TOM FAULKNER

**Sales Operations Assistant
Belgravia, London - full-time**

Tom Faulkner is an award-winning creative business designing and making beautiful and distinctive furniture. We have workshops in Wiltshire and showrooms in London and New York. We employ approximately 35 people across all sites and have plans for expansion. We sell to interior designers and end users/consumers.

We are looking for someone to become a key member of our creative and growing Sales team to provide first class admin and customer service support for all sales activities in our office and showroom in Belgravia.

Overview

This is an exciting role for somebody who is methodical, highly organised and sales focussed, and who has ambitions to progress their career within the company - excellence is recognised and so there is lots of scope to grow and develop. We need someone who is good with numbers and has impeccable customer service skills. We need someone who has had at least 2 years' experience in a similar role.

Key responsibilities

- Being the first point of contact for inbound sales calls and assisting customers with sales enquiries
- Preparing and processing quotes and invoices for the Sales team
- Providing expert product advice to customers
- Keeping the database up to date & accurate with critical business information about each trade account
- Analysing and compiling sales data for team meetings
- Helping out in the showroom for events and client visits
- Supporting all business development activities eg preparing sales presentations, sample kits, marketing collateral for sales team

Key skills

- **Attention to detail and accuracy essential**
- Problem solving and LOTS of initiative
- Numeracy and excellent communication skills
- Team player

What we offer

- A dynamic, professional, friendly and creative working environment
- Regular team days and events
- Private medical insurance
- Company pension
- Staff discount

Salary: £28,000 - £30,000 depending on experience

Monday-Friday 9.15-5.15pm/10am-6pm, with occasional Saturdays (with a day off in lieu)

To apply, please send CV and covering letter to davina@tomfaulkner.co.uk

We are proud to be an equal opportunity employer. We want career opportunities to be open to all, and will consider all qualified applicants regardless of race, religion, or age.