

## SALES ADMINISTRATOR

Silvera, the French luxury furniture and lifestyle retailer has launched its début UK flagship showroom in the prestigious King's Road in Chelsea and is seeking an experienced back-office sales administrator to support its busy sales team.

Founded in 1990, Silvera boasts 10 Parisian showrooms and a recently opened London flagship. The 500 m<sup>2</sup> Chelsea showroom offers a collection of over 500 international designer brands and displays furniture, lighting and rugs for the home and office. It also features a lifestyle concept store offering a curated selection of home accessories, technology, jewellery and gifts. Showcasing world renowned designers, the showroom regularly hosts product launches, trade presentations and design related events.

The ideal candidate will have previous experience working in a fast-paced office environment, providing administrative support to a busy sales team in the furniture industry and will have excellent multi-tasking skills. The candidate will need to be well-organised, proactive and efficient. This will be a vital role within our showroom, so the right candidate will also be an effective communicator, have an excellent phone manner and have experience in high end customer service.

### KEY RESPONSIBILITIES

- Support the sales team, place supplier purchase orders, follow up on order confirmations, lead-times and book customer deliveries
- Prepare invoices and liaise with customers in relation to payments and release of goods for shipment
- Liaise with logistics companies regarding freighting and shipping, deliveries and installations for local and international projects
- Check supplier invoices against order confirmations and liaise with accountant
- Input payments, receipts, supplier invoices, credit notes, etc. into the system
- Handle after sales service and liaise with suppliers and installations team for relevant work orders
- Assist in the execution of showroom events such as new product launches and exhibitions
- Answer and dispatch all incoming phone calls
- Maintain showroom and office stationery supplies and replenish as needed
- Be responsible for post and banking
- Management of annual stock take

### KEY SKILLS AND REQUIREMENTS

- Previous sales administrative experience is essential
- Experience in the luxury furniture / interior design industry preferable
- Excellent after sales and customer service skills
- Highly organised, accurate and precise with excellent time management skills and ability to multi-task and meet tight deadlines
- Enthusiastic, self-motivated, flexible, team-player, service oriented with great communications skills, excellent presentation and a can-do attitude
- Excellent written and spoken English is essential, fluency in French preferable, knowledge of Italian is a plus

Salary based on experience + uncapped team commission scheme