

UK flagship showroom of a French luxury furniture and lifestyle retailer is looking for a **Sales Administrator** with fluent French to support its busy sales team. You will have previous experience working in a fast-paced office environment, providing administrative support to a sales team and will have excellent multi-tasking skills. You will need to be well-organised, proactive and efficient. This will be a vital role within the showroom, so the right candidate will also be an effective communicator, have an excellent phone manner and have experience in high end customer service.

**ROLE:**

- 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

**PROFILE:**

- Excellent written and spoken English is essential, fluency in French, knowledge of Italian is a plus
- 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

**SALARY:**

Between £25k and £27k+ uncapped team commission scheme

