

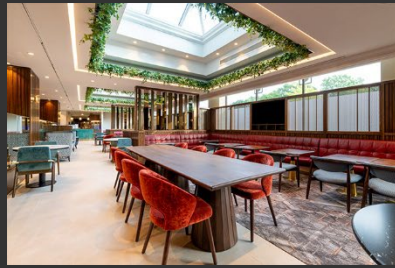
VACANCY

Sales Assistant

Salary: £18,000-22,000 (+ bonus & benefits)

Reporting to: Director of Revenue & Sales

Location: Cramble Cross, North Cowton, Northallerton, North Yorkshire DL7 0HL



HILTON – BIRMINGHAM



NANDOS - GLASGOW



ASTON VILLA FOOTBALL CLUB

With more than 22 years' experience, Hill Cross Furniture are the leading supplier of Contract Furniture and Banquette Seating to the Hospitality, Healthcare, Leisure and workplace sectors. We are well known for the extensive range of quality furniture we supply, as well as for our project management and installation service. This is only possible with great clients and our fantastic team. Look at some of the great brands we work with... [have a peek at our amazing projects in our portfolio.](#)

Due to business growth, we are looking for a new person to join our Sales team. Are you tenacious? Do you want to learn? Do you have a passion for people and attention to detail? If you answered yes to these questions please apply and come and chat to us.

Main Duties and Responsibilities working within a team will be:

- Data input on the Hill Cross Furniture database.
- Assist Project Co-Ordinators with relevant research for their projects and producing mood boards and any other materials if relevant.
- Sourcing prices and new furniture items by speaking to suppliers.
- Sending out fabric and leather samples to clients, then calling to check they have received them.
- Filing supplier stock and checking sample sets are complete.
- Keeping prices and brochure details up to date.
- Checking fabric costs and item stock with suppliers, placing on reserve where necessary.
- Answer incoming telephone calls and speak to clients and suppliers.

- Monitor outgoing sample items, ensure they are returned by the customers.
- Assisting with follow ups with customers – checking they have received our pricing; do they need anything else from us?
- Sending out pricing requests to various suppliers for bespoke projects.
- Organising electronic project files and internal CRM system, ensuring information is up to date.
- Distribute incoming post to the relevant people, and organise outgoing mail.

Essential Skills:

- Keenness to learn and develop
- Confidence on the phone
- Confidence to meet and greet visitors
- Good knowledge of Microsoft Office packages
- Driving License – we are in a remote area with no public transport links

To apply, please send your CV to [kellette.matthewman@hillcrossfurniture.co.uk](mailto:kелette.matthewman@hillcrossfurniture.co.uk) along with a covering letter stating your interest. For any questions, please call Kелette on 07500 965767 to discuss.