

## Job Description

<b>Role Title</b>	Part Time Showroom Assistant/Designer
<b>Reporting To</b>	Commercial Manager
<b>Location</b>	Sliderobes Yorkshire, QBM Business Park, Gelderd Rd, Birstall, Batley WF17 9QD
<b>Direct Reports</b>	None

### Role Purpose

Reporting to the Commercial Manager, the Part Time Showroom Assistant/Designer will be responsible for assisting customers who visit the Sliderobes Yorkshire showroom. The role will focus on customer service, knowledge and expertise of the Sliderobes product range and designing wardrobes using Sliderobes CAD system.

### Role Responsibilities

- To demonstrate to potential customers, both in the showroom and on the telephone, the Sliderobes product range, in order to secure home-design appointments.
- To deal with telephone enquiries and to carry out tele-sales activities using our CRM system with the objective of turning brochure and design appointment enquiries into home-design appointments for the designer.
- General administration of contracts and other paperwork.
- The opportunity to learn how to use the CAD system and sit qualified design appointments in customer's homes.

### Personal Criteria

- Experience in a sales/customer service role
- Outstanding communication and organisational skills
- Excellent customer service skills
- Must be computer literate and experience of using Microsoft Office
- Must have a full clean driving licence and access to own transport