

# Job Title: Office Manager / Junior Sales Representative

**Company:** Silk Avenue

**Location:** Chelsea, London

**Employment Type:** Full Time

**Salary:** Depending on experience

## About Silk Avenue

Silk Avenue is an international company designing and manufacturing luxury custom rugs and carpets for high end residential & hospitality markets worldwide.

## Role Overview

We are seeking a highly organised and proactive **Office Manager / Junior Sales Representative** to support the day-to-day running of the office while assisting with sales-related activities. This is a varied, hands-on role suited to someone who is confident, detail-oriented, and comfortable communicating with clients.

## Key Responsibilities

### Office Management

- Handle daily office operations and administrative tasks
- Manage diaries, appointments, and schedules
- Arrange couriers and deliveries
- Order office supplies and ensure smooth office functionality

### Sample Library Management

- Run, organise, and structure the sample library
- Monitor stock levels of samples
- Prepare and dispatch samples to clients
- Ensure samples are returned, updated, and well-presented

### Sales Support / Junior Sales Representative

- Cold call potential clients to introduce Silk Avenue and generate leads
- Maintain and update client contact lists
- Support sales activities and follow up on enquiries
- Assist with client communication and relationship management
- Develop and deliver presentations to new clients

## Skills & Experience

- Strong organisational and multitasking skills
- Confident telephone manner; comfortable with cold calling

- Excellent communication skills, both written and verbal
- Attention to detail and ability to manage stock and systems
- Proficient in basic office software (email, spreadsheets, calendars)
- Previous office administration or junior sales experience preferred
- Experience and knowledge in high end interiors sales
- Excellent written, verbal & presentation skills
- Able to work independently & as part of a team

### **What We Offer**

- A varied role with responsibility and growth potential
- Friendly and creative working environment
- Opportunity to develop sales and client-facing skills

### **To apply:**

Please send your CV and a short cover letter to [nicola@silk-avenue.co.uk](mailto:nicola@silk-avenue.co.uk)