



Job Title: Sales and Operations Assistant

Location: At our workshop in Chiswick, W4 5PY

Company: Peter Dudgeon

Employment Type: Full Time

About Us:

We are a traditional upholstery workshop in Chiswick, handcrafting British furniture. We have been trading for 77 years and in that time have built up a vast client base. We create furniture for all sorts of projects, from large commercial projects to small residential, to palaces and boats. No day will be boring! Every piece is made to order and completely to our client's requirements. Our core values have and will always be comfort and quality. To achieve this, we need an amazing team to support our incredible workshop in the heart of London.

Job Summary:

We are seeking a motivated and detail-oriented Sales and Operations Assistant to support our Sales and Operations Manager. The ideal candidate will have excellent organisational skills, a passion for design, and the ability to thrive in a fast-paced environment. As a small team, we are all required to wear many hats, but customer service and monitoring processes are essential for the workshop to flow. The office is there to allow the workshop production to thrive, while our client's are supported through large projects with many moving parts. We are required to be extremely flexible and have very strong communication skills to navigate changes, preferences and design elements our client's require.

Key Responsibilities:

- Create and manage production sheets for clients
- Assist the manager with preparing quotes
- Organise deliveries to ensure timely and accurate fulfilment



- Help manage the company's Instagram account, including content creation and engagement
- Manage the fabrics for the workshop – this includes: reserves, ordering, checking in and following the process for received fabrics
- Respond to customer inquiries and provide exceptional service
- Support the Sales and Operations Manager in all tasks

Qualifications:

We do not need any formal qualifications for this role. The right person will be the right person and we do not feel anyone would not be welcome based on their qualifications.

Key skills required:

- Strong communication skills
- Proficient in Microsoft
- Work well in a small team
- Attention to detail
- Ideally you have some experience in Retail or Design

How to Apply:

If you think you could be the person for this role, please send your CV and a cover letter to poppy@dudgeonsofas.com.