

Watts 1874- Sales Support

Chelsea Design Centre, London

42 hours per week- 09:00 to 17:30 Monday to Thursday, Friday 09:00 to 17:00. (Including an hour paid lunch break each day)

Salary: £28,500 per annum

At Watts 1874, we've been creating exceptional interiors for over 150 years. Known for our heritage, craftsmanship, and attention to detail, we work with leading designers, architects, and private clients to deliver high-quality, bespoke projects.

We are looking for someone organised, reliable, and happy to get stuck in. You'll be confident communicating with clients and colleagues, able to manage a busy workload, and have a good eye for detail. Some experience in a similar role is helpful, but attitude and willingness to learn are just as important.

The Role

This is a busy, hands-on Sales Support role at the centre of the team, helping keep things running smoothly day to day. You'll manage enquiries, keep CRM records up to date, and support with quotes, orders, and admin, while working closely with Production and Logistics to keep clients informed and everything on track.

Key Responsibilities

Sales & Administration

- Maintain CRM systems and manage the sales inbox
- Provide administrative support to the Sales team
- Set up client/trade accounts and prepare quotes, invoices, and orders

Client & Sales Support

- Respond to enquiries and follow up on quotes
- Provide after-sales support and assist clients in the showroom

Coordination & Communication

- Liaise with Production and Logistics on orders and deliveries
- Manage showroom appointments and diaries

Business Development & Marketing

- Support lead generation, presentations, and marketing campaigns

- Maintain project photography and marketing materials

Events & Sales Tools

- Assist with events, exhibitions, and client visits
- Maintain sales materials and presentation tools

About You

- Experience in a sales support, admin, or customer service role
- Confident using CRM systems and Microsoft Office (especially Excel and PowerPoint)
- Strong organisational skills and able to manage multiple tasks
- Clear communication skills, both written and verbal
- Good attention to detail and a proactive, reliable approach
- Able to work independently and as part of a team
- Full UK driving licence desirable
- French language skills an advantage

Why Join Watts 1874?

This is a great opportunity to be part of a well-established heritage interiors brand. You'll be at the centre of the sales team, supporting with enquiries, orders, and client communication to help keep everything running smoothly.

It's a friendly, supportive environment where attention to detail and good organisation are valued.

If this sounds like something you'd enjoy, please send your CV and a short covering letter to watts1874@co-unityhr.co.uk.