

Sales Assistant

BASED AT	Porter Bathroom Showroom, Queenstown Road, London
PART OF	Showroom Team
REPORTS TO	Senior Sales Manager
LEADS	Sales Assistant, Junior Sales Assistant
SALARY	£30,000 – £35,000 + performance bonus

We're looking for a warm, personable, and design-savvy Sales Assistant to join our team at our Queenstown Road showroom. As a key point of contact for our clients, you'll play a central role in bringing the Porter experience to life — from the moment someone steps through the door to the final details of a project.

THE ROLE

You'll be a vital presence on the showroom floor, ensuring every client interaction — whether in person, over the phone, or via email — reflects the quality and considered aesthetic that Porter is known for. Working closely with the Senior Sales Manager, you'll support the wider sales process while helping to maintain the calm, beautiful environment our showroom is celebrated for.

DAY TO DAY

- Welcoming clients into the showroom and guiding them through our collections with confidence and genuine enthusiasm
- Managing incoming calls and emails in a timely, professional, and friendly manner
- Supporting the Senior Sales Manager with quotes, follow-ups, and client correspondence
- Keeping the showroom looking its best at all times
- Building relationships with clients, architects, and interior designers
- Assisting with events, product launches, and trade client visits as required

WHO YOU ARE

- A natural people person who makes everyone feel at ease
- Genuinely passionate about interiors, design, and the finer details
- Familiar with — and excited by — the Porter aesthetic
- Organised, proactive, and happy to turn your hand to whatever the day requires
- Previous experience in a showroom, retail, or design environment is a bonus, but attitude and taste matter most

CONTACT

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