

TROVE

Sales Assistant, TROVE

TROVE is seeking a confident, organised and proactive Sales Assistant to join our friendly, fast paced and growing retail company.

Salary: Based on experience

Experience: 1+ years in a similar role

Based: In our Notting Hill Studio, Tuesday – Saturday 9am – 6pm (Saturday close at 5pm)

Reporting to: Product Manager

About Us:

TROVE, is a homewares, furniture and lifestyle brand, designed and curated by the Interior Design firm Studio Duggan. The collection embodies Studio Duggan signature style – with a nomadic, yet timeless sensibility and an emphasis on quality, craftsmanship and the never ending search for the extraordinary and the beautiful.

About You:

We are looking for a confident, organised, proactive, positive and well presented team player to join our fast paced, small and friendly team. A love and passion for interiors, alongside industry knowledge is expected, alongside strong communication skills and excellent attention to detail. You will be able to work independently, offer exemplary customer service, remain calm under pressure and enjoy the challenge of a dynamic company with big ambitions for the future. We are looking for someone excited about the prospect of joining Trove and the opportunity to play an integral role in the company's future.

Key skills:

Working knowledge of Adobe Suite

Auto CAD is a bonus

Responsibilities:

- The Sales Assistant works with the Product Manager to ensure the smooth running of all facets of the Customer experience from first Customer contact through to final delivery, ensuring all aspects of the journey are seamless and befitting of the TROVE brand.
- Assisting the Product Manager on photoshoots and warehouse visits.

- Website stock management and image upload
- Updating and editing Auto CAD product drawings
- Helping Customers who come into the shop with product information, advice on design choices and how to style our products.
- Ensuring the showroom is well presented at all times - kept tidy, weekly fresh flowers, music on, candle lit, stock replenished, lightbulbs, overseeing cleaners/window cleaners.
- Ensuring all stock orders are beautifully packaged and sent out on time.
- Ensuring all samples are ordered regularly and before they run out, posting out to Customers as quickly as possible.
- Assisting with stock takes.
- Tracking box/packaging inventory and ordering as required.
- Tracking the receipt of any COM, as well as comparison sample swatches for colour ref.

**To apply please send your CV to careers@thetrove.co.uk
We look forward to hearing from you!**