

SALES TEAM ASSISTANT

Salary: £26,000 – £28,000

Location: Chelsea Design Centre, London

Watts 1874 is a historic British interiors brand, renowned for its craftsmanship, artistry, and enduring design heritage. We are seeking a highly organised and detail-focused Sales Team Assistant to support our sales team and showroom operations.

This role is ideal for someone with strong administrative skills, a service-led mindset, and an interest in luxury interiors. As Sales Team Assistant, you will provide essential day-to-day support to the Sales Director and wider sales team, ensuring smooth administration and accurate documentation.

Key Responsibilities

- Sales Administration Support
- Prepare quotations, invoices, and sales documentation
- Assist with processing client orders and purchase orders
- Maintain accurate records within CRM systems and internal spreadsheets
- Track order progress and support follow-ups with suppliers
- Ensure product pricing and codes are correctly recorded
- Support the management of the sales pipeline
- Showroom & Client Support
- Provide frontline support to the sales team during client visits
- Welcome clients and assist in coordinating appointments
- Prepare samples and materials for client meetings
- Assist with quality checks and order verification
- Help organise and maintain digital and physical sales materials

About You

We are looking for someone who:

- Is highly organised with excellent attention to detail
- Has strong administrative and coordination skills
- Communicates clearly and professionally
- Is confident using spreadsheets, CRM systems, and Google Drive
- Has a customer-focused and supportive approach
- Enjoys working as part of a collaborative team
- Has an interest in luxury interiors or textiles (desirable)

Previous experience in a showroom, retail, interiors, or sales support role would be advantageous.

Please send your CV and cover letter to Catherine Perry (watts1874@co-unityhr.co.uk)