



## SYDNEY PROJECTS SALES COORDINATOR

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### About the role

After 11 years in Surry Hills, we're shifting up a gear, thinking big and launching a new showroom in Alexandria.

Our new Sydney home, which will launch in late 2018, will give us opportunity to breathe life into some incredibly exciting ideas to help shape the future of Hub in the Sydney market. And with more space than ever before to showcase our world-class range of furniture, lighting, accessories and art. We have no doubt this space will be received with great anticipation and, true to everything we do at Hub, we know it will be an inspiring and nurturing environment to work within.

We are seeking a warm, vibrant and diligent individual who is passionate about furniture, design and the highest levels of customer service, to join our team on a full-time basis. You will be an integral part of this monumental next phase of Hub Furniture, making this a very special time to come on board. Based in the Projects office in the new showroom with a client base of leading Architects and Interior designers, this role is an opportunity to work on some incredible projects at a company leading the conversation surrounding design in Australia.

Our driving force has always centered around inspiring and sharing beautiful design. Our team of 45 people across New South Wales and Victoria is full of dynamic, driven and passionate individuals, each one an essential part of our cohesive organisation. At Hub we carefully cultivate and nurture our Hub spirit with coaching, personal and professional development and an inclusive team environment.

If you'd like to join our team and be a part of Hub's exciting next step, we'd love to meet you. Apply now by sending your CV and one paragraph detailing why you think you would be the perfect candidate to [careers@hubfurniture.com.au](mailto:careers@hubfurniture.com.au).

### Desired skills & experience

- No task is too big or small for you because you're a 'yes' person and a problem solver.
- You are friendly, approachable and get a kick out of helping others and finding solutions.
- You set goals and do your very best to achieve them, you have worked with targets and KPI's before and are a confident achiever
- You are excellent at building relationships with clients and are unafraid of a sales presentation
- You will be a go-getter, who is highly motivated and organized.
- You love details and ensuring all boxes are ticked, no matter the task at hand.
- You can work solidly alone but love the comradery of working in a team.
- You are a confident and competent user of Microsoft Office and have the ability to pick up new software with ease.
- You have the right to live and work in Australia.

### Primary responsibilities

- Assisting a Sales Consultant, liaising with some of Australia's best architects and interior designers;
- Maintaining high standards of presentation;
- Creating and maintaining relationships with clients
- Achieving a set monthly sales target
- Conducting presentations as well as providing pricing and product information in a timely manner;
- Business development, creating new clients

### What we offer

- Competitive pay rates & attractive commission structure;
- Great staff discount across our products
- Recognition and rewards for outstanding performance;
- Excellent training and professional development;
- A vibrant, fast-paced and fun work environment within a supportive team;
- Career potential and growth.

### About us

Hub Furniture Lighting Living is a privately-owned company with showrooms and offices in Melbourne and Sydney. We are proud to represent the best international brands exclusively in the Australian marketplace. We pride ourselves on our spirit and approachable manner and always strive to improve on our established benchmark.

[www.hubfurniture.com.au](http://www.hubfurniture.com.au)