



## Sales and Support Administrator

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### About Hub

Hub Furniture Lighting is a multi-brand design studio that operates from the belief that knowledge-sharing drives creativity and builds healthier communities.

With an emphasis on original, thoughtful design and uncompromising quality, Hub connects the imaginative with the practical, resulting in a curated mix of the world's best furniture, lighting, and objects.

### About the role

We are seeking a self-motivated and diligent individual who is passionate about furniture, design and the highest standards of customer service to join our team on a full-time basis.

The role of Sales and Support Administrator will play a vital role within the company, supporting the projects sales team within our Abbotsford Head Office.

Other key tasks include identifying sales opportunities, supporting senior management and developing presentations for leading Architects and Interior designers. Internal staff training and support responsibilities in relevant systems will also become an emerging role in this position.

The scope of this role will evolve, and you will need to be driven and able to adapt to a changing climate – reporting to the Senior Projects Sales Manager.

### Tasks and responsibilities include but are not limited to:

- Provide prompt responses to both internal and external enquiries
- Coordinate sales in conjunction with our operations team
- Identifying and evaluating new business opportunities
- Creating inspiring presentations and tenders.
- Ensuring our client database is up-to-date
- Liaison with national sales teams, suppliers and partners
- Ensure all required activity is logged in Salesforce our CMS system
- Manage, maintain and coordinate sales from invoicing to order status updates
- Administration tasks – phone calls, order processing
- Responsible for client aftersales and support.

### The ideal candidate will have:

- International knowledge about furniture and design industries is highly desirable
- Strong communication skills and team player attitude
- Ability to take clear direction
- Self-motivated, pro-active, solution and detail-oriented
- High proficiency in critical thinking and problem solving
- Proficiency in Excel and Salesforce is desirable
- Bachelor level education is preferred, but not a requirement

### What Hub Offers:

- Opportunities to learn and develop your skills and career, where you will play a key role in the exciting growth journey of Hub Furniture.
- An atmosphere with rich opportunities to have influence on decision-making.
- An inspiring and always evolving workspace.
- Excellent training and professional development.

### Apply

Apply now by sending your CV and cover letter to Ben Esakoff  
besakoff@hubfurniture.com.au