



# SALES COORDINATOR SYDNEY

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## About the role

We are seeking a warm, vibrant and diligent individual with a passion for furniture, design and the highest levels of customer service to join our team. The role is a full time position with the opportunity to develop a professional career within the Architectural & Design industry. As a market leader in the furniture design industry you will have the opportunity to work alongside Australia's leading Architects and Interior Designers.

Since its inception, the driving force behind Hub has been to inspire and share beautiful design. Hub is made up of 45 talented and driven individuals, each one dynamic, passionate and integral in this cohesive organisation.

At Hub we carefully cultivate and nurture our Hub spirit with coaching, personal and professional development and an inclusive team environment.

## Desired skills & experience

- A passion for high end design and the interiors / architecture industry
- Exceptional verbal and written communication
- A willing, can-do attitude
- Highly organised and self-motivated
- Able to apply a common sense commercial approach to problem solving
- Exceptional attention to detail
- Ability to work in a team environment and autonomously
- Have sound knowledge of Microsoft Office
- Available to work Saturdays
- Must have the right to live and work in Australia

## Primary responsibilities

- Act as direct support to a Sales Consultant
- Prepare/ assist with design drawings, client presentations and pricing information.
- Processing, receiving and tracking orders
- Raise, complete and send invoices
- Enter, update and maintain customer information
- Directly liaise with high end clients via phone, face-to-face, and emailing
- Liaise on a daily basis with international suppliers

## About us

- 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 & growth

Hub Furniture Lighting Living is a privately owned family company with showrooms and offices in Melbourne & Sydney. We are proud to represent the very best international brands exclusively in the Australian market. We offer high-end products in furniture, lighting, flooring and accessories including art and sculptural objects. We are recognised for our friendly and approachable staff and for providing a retail environment that is welcoming and creative. Our position in the market is at the highest level and our team is expected to strive to always improve our benchmarks.

If this is you, apply now by sending your CV and one paragraph as to why you think you would be a perfect candidate to [careers@hubfurniture.com.au](mailto:careers@hubfurniture.com.au)

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