



MELBOURNE RETAIL SALES COORDINATOR

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.

The role is a full-time position based in our flagship showroom in Abbotsford and you will be an integral part of the Retail team. Our commitment is to grow and nurture our employees to achieve our business goals and provide the highest level of client service. We offer comprehensive training with ongoing coaching and support in an open and friendly 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

- Meet and greet clients in the Showroom
- Maintaining high standards of presentation
- 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

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 & growth

About us

Hub Furniture Lighting Living is a privately-owned company with showrooms and offices in Melbourne & 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.

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

www.hubfurniture.com.au