



SHOWROOM SALES COORDINATOR SYDNEY

We are seeking a Showroom Sales Coordinator passionate about furniture, interior design and exceptional customer service to join our vibrant and supportive team.

As a Sales Coordinator you will be given the opportunity to learn about a large number of beautiful products and utilise your creative skills to help the sales team provide the very best styling solutions.

About us:

Based in Melbourne, Hub Furniture is a privately owned family company that is 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.

The role includes:

- Meeting and greeting clients and creating a welcoming and enjoyable instore experience
- Maintaining an accurate and up to date pipeline at all times via Hub's Customer Relationship Management system
- Working directly with the retail sales team to ensure company targets are met and exceeded
- Responding to sales enquiries and phone calls
- Preparing product presentations, furniture schedules and quotations
- Oversee and ensure the efficient running of the showroom by maintaining showroom standards, merchandising and general housekeeping
- Undertaking regular training to upskill and improve product knowledge
- Participating in discussions and sharing your ideas to contribute to the overall success of Hub Furniture

About you:

- You will have previous retail experience or sales focussed role and are ready to build an exciting career
- You have the right to live and work in Australia
- You have a 'can do' attitude and a natural ability to use initiative every day
- You are organised, and highly efficient
- You are a fast learner and computer savvy
- You are an excellent team player
- You are well presented and interested in exceptional design and furniture;
- You are passionate about customer service and have a genuine desire to build relationships with clients
- You are available to work Saturdays

We offer a fast paced and fun work environment, a beautiful showroom filled with luxury furniture, and never ending opportunities for professional development with career growth.

If this sounds like you, please send us your CV and cover letter outlining why you want to work for Hub and why this is the perfect role for you to careers@hubfurniture.com.au