



SYDNEY RETAIL SALES COORDINATOR

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 new showroom, 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.

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.
- Inspiring art, architecture, interiors and design is what makes you tick.
- You have an appreciation for how good design can influence and inspire.
- 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.
- Working a Saturday on a rotary basis appeals to you because it means you can reap the rewards of heading to the beach or the markets without those pesky weekend crowds.
- You have the right to live and work in Australia.

Primary responsibilities

- Meeting and greeting clients in the showroom and ensuring they have a rewarding, comfortable and enjoyable retail experience;
- Maintaining high standards of presentation;
- Being proactive in engaging with clients and building relationships;
- Creating inspiring presentations as well as providing pricing and product information in a timely manner;
- Ensuring our client information is up-to-date and correct.

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