

JOB DESCRIPTION:

TILE & FLOORING ADVISOR / PROJECT ADMINISTRATOR

Location: **Showroom based - Sidmouth, Devon**

Salary: **from £20,500** depending on experience and qualifications

Contract Type: **Permanent / Full Time**

Are you a confident outgoing person wanting to progress in a customer service role ? 4homes are looking for a project administration assistant and tile & flooring sales advisor to join their growing team. Career opportunities exist to progress in this growing employee owned business.

SALARY & BENEFITS

- Competitive salary
- 28 days holiday entitlement
- Workplace pension scheme with company contribution
- 100% Employee Owned business (through employee ownership trust)
- Tax free Employee Ownership Bonus Scheme
- Performance and Discretionary Bonus
- Learning and Development support towards professional skills and qualifications
- Uniform/workwear provided
- Staff discounts

THE ROLE

Working as part of our team of dedicated home interior advisors you will work alongside our existing team of skilled designers, sales advisors, administrators and management in delivering premium kitchens, bedrooms and bathrooms to residential clients throughout East Devon, West Dorset and South Somerset. Your responsibilities will include;

- Order processing for all of our kitchen, bedroom and bathroom projects
- Ensuring that goods are received into stock in a timely manner and are then delivered out to our installation teams
- Advising retail and trade clients on flooring and tiling requirements
- Working with our dedicated design team to bring designs to life
- Liaising with clients to ensure that their requirements are fulfilled
- Liaising with suppliers to ensure that deliveries and projects run smoothly
- Working in a methodical, efficient and professional manner
- Reporting to our in-house design director
- Five day working week Monday to Saturday (day off on a rota as part of 5 day working week)

PERSON SPECIFICATION

- Be fit, healthy and able to lift - you will be directly involved in taking deliveries into stock, organising materials and their delivery to our installation teams
- Managing and organising our stock/storage areas
- Well organised, computer literate and keen to learn
- Have a positive, can do attitude

- Have exceptional customer service skills with the ability to engage customers and communicate with them effectively and confidently
- Some knowledge of the home interior industry (specifically tiles and flooring) would be useful, but general customer service skills are more important - full training will be provided.
- Have good general multi-skilled abilities
- Understanding of computerised business systems (order processing, email)
- Able to work as part of a small team or independently
- Hold a full, valid UK driving licence (will be checked with DVLA) - mandatory
- Approval to work in the UK - mandatory

ABOUT THE COMPANY

4homes Ltd has been in existence for over 40 years - originally as a family owned business, and now as an Employee Owned business through an Employee Ownership Trust (EOT). All employees automatically become shareholders in the company through the EOT, having a role in the future, success and prosperity of the company.

4homes have been providing quality home interiors throughout the East Devon area for many years offering a friendly, professional service from our Sidmouth High Street showroom. Today we continue to grow and thrive with dedicated teams of designers, administrators and advisors supporting our skilled installation teams offering the best in British kitchens, bedrooms, bathrooms, home studies, tiles, flooring, furniture and home interior accessories - local experts in home improvements.

APPLICATION METHODS

Please submit your current CV along with a covering letter explaining why you are the ideal candidate to join the 4homes team.

Email: jobs@4homes.ltd.uk

Post: 4homes HR Manager
4homes Ltd
12-14 High Street
SIDMOUTH
Devon EX10 8EL

No agencies or recruitment canvassing.