

## **Sales & Admin Support**

We have an exciting opportunity for a Sales & Admin Support to join us at our world-class printing site, Standfast & Barracks, based in Lancaster (part of the icon Sanderson Design Group plc). As Sales & Admin Support, you will play a crucial role in ensuring the smooth and efficient operation of our sales department by providing administrative assistance and facilitating communication between the sales team and other departments.

We're passionate about every aspect of fabric production; from conception and design, right through to manufacturing, taking pride in our ethos which combines the traditional with the innovative. Our heritage is quintessentially British, and we are proud to produce some of the finest quality prints for many design-led home furnishing and apparel brands.

### **Responsibilities**

This role is essential for maintaining a high level of customer satisfaction, organizational effectiveness and to develop a succession plan within the sales team, providing support across both wallpaper and fabric with responsibilities including:

- **Order Processing:** Receive and process customer orders accurately and in a timely manner. Ensure all order details are complete, and payments are processed efficiently
- **Customer Communication:** Assist in responding to customer inquiries, resolving issues, and providing exceptional service. Maintain a positive and professional customer interaction
- **Sales Team Support:** Support the sales team with administrative tasks, such as scheduling meetings, preparing sales reports, and managing customer databases
- **Documentation:** Maintain and organize sales documents, contracts, and other relevant records. Ensure all documentation is up-to-date and easily accessible
- **Inventory Management:** Monitor inventory levels, generate purchase orders, and coordinate with the supply chain team to ensure product availability
- **Data Entry:** Accurate and timely data entry of sales transactions, customer information, and order details into our database
- **Reporting:** Supporting and distribute regular sales reports to track performance, trends, and key metrics
- **Administrative Support:** Provide general administrative support to the sales team, such as managing calendars, arranging travel, and organizing events
- **Team Collaboration:** Collaborate with other departments, such as marketing, logistics, and finance, to ensure smooth workflow and timely information exchange.

### **Skills & Experience**

- High school diploma or equivalent (bachelor's degree in business or a related field is a plus)
- Proven experience in administrative support, preferably in a sales or customer service environment
- Strong time management skills to meet deadlines and prioritize tasks
- Ability to work independently and as part of a team
- Customer-focused with a positive and professional attitude
- Excellent written and verbal communication skills

- Strong organizational skills and attention to detail
- Proficiency in using CRM software and Microsoft Office applications (Word, Excel, PowerPoint)

To apply, please send your CV to [jobs@sandersondesigngroup.com](mailto:jobs@sandersondesigngroup.com)

## **About us**

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.