

# BENCHMARK

## Graduate Sales & Marketing Assistant

Reporting to: Sales Manager

We are looking for a recently qualified graduate to join our friendly Sales and Marketing Team.

We are one of the UK's leading furniture makers based in Kintbury, West Berkshire. Renowned for our sustainable enterprise, we work with many of the world's leading architects and designers on bespoke commercial and residential projects, as well as selling our own furniture collection.

We are looking for someone with energy and a flexible, pro-active and can-do attitude. You will have an interest in design and interiors and a customer service mindset. In addition to providing the highest level of service to our residential customers and taking ownership of the sales operation process for our furniture collection, you will provide general support to the sales and marketing team.

### Responsibilities include:

- Managing the order process from placement of order through to after care service including liaison with the design and production teams.
- Providing presentations and quotations for residential clients and following up to gain feedback and close sale.
- Ensuring a great showroom experience including sourcing and merchandising of showroom accessories
- Supporting sales initiatives including preparation of presentations, management of image library, and organisation of samples.
- Supporting marketing initiatives including event planning and management, website updates, creation of social media content, photo shoots and press loans

### The Ideal Candidate:

- Will be a graduate – ideally with a Business degree, although not essential.
- Will be an excellent communicator and team player with a friendly and helpful manner.
- Will have an interest in design and interiors.
- Will have strong organisation skills
- Must have the ability to use, or a willingness and capability to learn, IT systems such as SAGE 50 Accounts, Powerpoint, Excel, Word, Indesign and Photoshop.

### What do we offer:

- A small, friendly and supportive team
- A lovely working environment, based on a converted farm, surrounded by fields and woodland
- A varied workload which brings new and interesting challenges every day
- Free cooked lunches – Monday to Thursday
- Sick pay
- Cycle to Work Scheme



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- Pension Scheme
- Social Events
- Additional holiday awarded for long service

**Salary:** £24k

If you are interested in this role, please email your CV and covering letter to [sales@benchmarkfurniture.com](mailto:sales@benchmarkfurniture.com) by 3 July 2023.

