



Showroom Sales and Customer Service Assistant

Full time, Part-time or Casual

About Us

Bob Burns Blinds is a South Australian leader in curtain and blinds. We manufacture our products on-site at our factory in St Mary's, as well as install window furnishings across the state.

As a family-owned and operated business for over 60 years, we're the first third-generation curtain and blind business in SA and take the utmost pride in our products and service.

Our mission is to support our customers through their home improvement journey by offering high quality blinds and curtains, helpful advice and impeccable customer service.

The Opportunity - Showroom Sales and Customer Service Assistant

- Help clients to select window furnishings from our complete range, understand their needs and wants, and provide impeccable customer service
- Stay-up-to-date with product knowledge, design trends and the latest campaigns
- Assist with administrative tasks where appropriate (e.g. emails, phone calls, booking appointments, entering leads into our CRM system, filing etc)
- Prepare job quotes and facilitate customer payments
- Keep the showroom clean, tidy and up-to-date



Personal attributes

- Excellent interpersonal, rapport and customer service skills
- Presentable at all times
- Strong computing skills
- Interest and aptitude for interior design with good visualisation skills an advantage
- Ability to manage various priorities and handle multiple customers in the showroom at once
- Knowledge of Adelaide and surrounding areas.

What we offer

- A rewarding, positive and pleasurable working environment in our St Mary's showroom
- Full-time, part-time or casual positions available
- Saturday positions available (between 10am and 2pm)
- Training will be provided.

Interested in joining our team?

Please send a brief cover letter and your resume to Kathy at [**accounts@bobburnsblinds.com.au**](mailto:accounts@bobburnsblinds.com.au).

If you have any questions about this position, please contact (08) 8374 2999 and ask for Kathy.

We look forward to hearing from you soon.