



Sales Administrative Assistant – Fittleworth (Part-time)

Sofas & Stuff is one of the leading premium furniture and fabric brands in the UK. We are a retailer who manufactures with our Head Office based in the beautiful West Sussex countryside and our factory located in Preston, Lancashire. We currently have a network of 25 showrooms across England and Scotland with plans to add further showrooms in the near future. We are a passionate bunch, and what we don't know about sofas isn't worth knowing.

We are delighted to offer a part-time position for a highly motivated, friendly, and enthusiastic individual to work at our head office and flagship store in Fittleworth, near Petworth; working 3 to 4 days per week.

The Role

We are seeking a Sales Administrative Assistant to join our friendly Head Office and flagship showroom team in Fittleworth.

This is a key support role designed to assist our Sales and Design Consultants by taking ownership of a wide range of administrative and organisational tasks. You'll help ensure the smooth day-to-day running of the sales process from handling customer enquiries and preparing quotations, helping with customer orders and supporting showroom operations. This role enables the sales team to focus their time and energy on selling, customer relationships, and revenue generation, rather than administrative workload.

This position would suit someone highly organised, detail-oriented, and customer-focused, who enjoys working in a creative, design-led retail environment.

Key Responsibilities

- Provide administrative support to the Sales and Design Consultant team.
- Prepare and process customer quotes, invoices, and order documentation.
- Maintain accurate records of customer communications and sales data in company (SSIS) systems.
- Handle customer follow-ups and coordinate order progress with the production team.
- Support showroom operations by managing samples, swatches, and design materials.
- Ensure showroom displays are tidy and stock lists are kept accurate and up to date.
- Assist with booking customer appointments and responding to telephone and email enquiries.
- Liaise with Head Office, logistics, and manufacturing teams to track and communicate delivery updates.

- Support occasional event preparation, showroom promotions, and marketing activities.

About You

We're looking for someone who is:

- Exceptionally organised, reliable, and efficient.
- Friendly and approachable with strong communication skills.
- Comfortable handling multiple tasks and prioritising effectively.
- Confident using Microsoft Office/Excel and general computer systems (experience with CRM or similar tools).
- Accurate and attentive to detail, with strong administrative experience.
- Supportive of a team environment, able to assist colleagues proactively.
- Enthusiastic about interiors, design, and customer experience.
- Enjoys working in a fast-paced sales environment.

Working Pattern

- **Part-time:** 3–4 days per week (including some weekend flexibility if required).
- Based at our **Head Office and flagship store in Fittleworth, near Petworth.**

Benefits

- Competitive salary
- Company pension
- Employee discount
- On-site parking
- Supportive, friendly working environment
- Opportunity to work with a premium British design brand

Job type: Part-time, Permanent

If you're highly organised, enjoy helping a team deliver excellent customer service, and would like to work in a creative and relaxed environment, please send your CV to hr@sofasandstuff.com to apply.