

# Junior Sales Consultant/Administrator

Contract Type: Permanent / Full time  
Location: London  
Salary: £20k +commission, dependent on experience  
Apply: [careers@77diamonds.com](mailto:careers@77diamonds.com) (Subject: Junior Sales Consultant/Administrator)

We are looking for a positive and well-organised individual with a can do attitude who has an interest in developing their sales and admin skills, to work in our London, West End office. This a perfect position for a recent graduate or someone with 1-2 years office admin experience.

The position offers a wonderful opportunity to learn a huge amount within a dynamic and fast growing online jewellery company and gain experience across sales, administration, diamonds and jewellery. Tasks will range from general admin, posting and assisting the sales team.

## Requirements/duties

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- Liaise with in- house teams to ensure they are informed of new sales and ongoing orders.
- Take client meetings in the showrooms and convert potential clients to sales.
- Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities
- Be organised and able to keep up with a fast paced workflow
- Be able to take on an administrative role
- Be able to work under pressure and meet deadlines

An ideal candidate will hold the following skills and experiences:

- Excellent communication skills
- Ability to multi-task
- Basic mathematical skills
- Good computer skills
- Good common sense
- Fluent in English (both written and spoken)
- German at an advanced level would be an advantage
- An appreciation and understanding of jewellery would also be desirable