



be part  
of our  
universe

USM Haller Modular Furniture is one of the leading design furniture manufacturers worldwide. Our products are appreciated for their classic, timeless design and outstanding quality and functionality. Our 500 employees all over the world, 260 of them based in Münsingen, Switzerland, guarantee and maintain an exceptional sense for quality and customer orientation, developing our extraordinary position and company reputation.

We are looking for:

## Junior Sales/Admin support

Full time - 5 days/week

Office/showroom located in Clerkenwell, London

Start date: immediately

Become a member of our team.

If you're interested in applying for this position, please send your CV with references to Mirko Mueller, [m.mueller@usm.com](mailto:m.mueller@usm.com)

USM U. Schaerer Sons Ltd.  
London Showroom  
Ground Floor, 49 – 51 Central St.  
London, EC1V 8AB  
[www.usm.com](http://www.usm.com)

As Junior Sales/Admin support you handle these tasks:

- Gain a good understanding of USM product (including USM planning software virtual.USM) and culture.
- Gain a good understanding of the UK strategy to assist in implementation.
- Assist the sales team in the following tasks:
  - o Maintaining client database
  - o Support sales team during showroom visits
  - o Handling sales enquiries and supporting sales team with 3D drawings, technical sketches
  - o Working with Swiss headquarters on special customer requests to find the best possible solution
  - o Preparing client quotations using USM software
  - o Placing orders on factory using USM processes
  - o Handling and resolving client issues
  - o Checking customer orders, prices and discounts and lead times
- Showroom key holder.
- Support PR team in supply of information and PR tools.
- Maintaining all material and colour samples and all sales tools in use.
- Helping to maintain the best possible appearance of the USM Showroom.

We're looking for a candidate with the following qualifications:

- Friendly, open-minded and respectful appearance.
- Good written and verbal English.
- Good numeracy skills.
- Good telephone manner.
- Accuracy and attention to detail.
- Good organisational skills.
- Good computer and keyboard skills.
- An ability to work under pressure and to deadlines.
- An ability to work independently and as a team.
- Good administrative skills.
- Quick to learn.
- Proactivity.
- Interest in architecture and design.
- Open to learn USM developed 3D planning software.

While working as a Junior Sales/Admin support at USM Modular Furniture, enjoy these perks:

- Working in an international team for an internationally operating company.
- Pleasant work environment with low hierarchy.
- Modern technical equipment with fast responding professional IT support.
- Professional product trainings in UK and Switzerland.
- Be part of a developing team in a growing market.
- Future job opportunities and personal development.
- Long-term employment preferred.