

# CAPITOL CARPETS

[www.thecarpet.co.uk](http://www.thecarpet.co.uk)

120 - 122 Walcot Street, Bath, BA1 5BG  
· Tel 01225 333341 ·

We are hiring...

We are currently looking to recruit a Sales/Admin Assistant to join our friendly team working in our Bath showroom.

The applicant must be approachable with great customer service skills, previous experience in retail and a basic knowledge of Microsoft Office is preferred.

Main responsibilities will include assisting customers in selecting products, booking measure and fitting dates, taking telephone enquiries, taking payments, liaising with fitters, and general housekeeping within the showroom.

Work schedule: 5 days, 35 hours

Week 1 Tuesday – Saturday, Week 2 Monday – Friday

The position is temporary to permanent

Salary: Negotiable depending on experience

Start date: ASAP

If this is of interest, please send your CV to [julia@thecarpet.co.uk](mailto:julia@thecarpet.co.uk)