

**SHOWROOM ASSISTANT**  
**GLASGOW CARNOUSTIE PLACE BRANCH**  
**RICHMONDS PLUMBING & HEATING MERCHANTS LIMITED**

Richmonds is an independent privately-owned company supplying bathrooms, plumbing, heating and renewable heating goods to the building and retail sectors in Central Scotland. The company currently operates seven branches across Glasgow, Edinburgh, Paisley, Bellshill and Hamilton.

**We are seeking a Showroom Assistant to join our team in our flagship Bathroom Showroom at our Glasgow Carnoustie Place Branch.** The Showroom Assistant is responsible for assisting with all aspects of sales and general tasks within the Showroom including but not limited to:

- the day-to-day operation of the showroom;
- excellent customer service at all times;
- facilitating new and existing sales;
- assisting with improving showroom design and displays;
- assisting with and facilitating showroom maintenance and refurbishment;
- completing showroom paperwork including but not limited to creating and issuing quotations and invoices, dealing with returns paperwork;
- handling all relevant telephone and email queries as necessary to fulfil the role of Showroom Assistant; and
- general Branch tasks as required including maintaining a tidy and safe working environment.

The Showroom Assistant will be required to carry out any other reasonable duties falling within their capabilities, as the needs of the Company dictate.

You will be reliable, motivated and have excellent time-management and customer service skills. You are organised and follow Health and Safety procedures. You will also preferably have experience in a similar customer-facing sales role. Knowledge of bathroom, plumbing and heating products is beneficial but training will be provided to the successful applicant.

**Salary:** Competitive, dependant on experience.

**Hours:** 35.5 hours per week, Monday to Friday 9am to 5pm and every Saturday 9am to 1pm. This includes one day off between Monday and Friday every second week, which day will be agreed with the Branch Manager.

**Benefits:** 18 days' annual leave and 10 public holidays; employer pension contributions; and life assurance.

A note of interest along with a current CV should be sent by email to Lisa Daniels, HR & Corporate Compliance Manager [lisa.daniels@rphm.co.uk](mailto:lisa.daniels@rphm.co.uk)