



Showroom Sales/Administrator

Location: Launceston Cornwall

Salary: £26,000/ £13.50hr

Hours: Full-Time (~37.5 hours/week) | Mon–Fri (with a weekday half-day off) & Saturday mornings (4 hours)

About Us

At **Corfloors**, we are a friendly, local, family-run flooring business. We pride ourselves on providing high-quality products with a warm, welcoming service that our community trusts. We value direct relationships, a supportive atmosphere, and a stress-free environment for both our clients and our team.

The Role

We are looking for an organised, self-motivated, and welcoming **Showroom Coordinator** to run our store day-to-day.

Because we focus on tailored service rather than high-volume retail traffic (averaging around 10 customer visits per week), this is a unique hybrid role. You will combine warm customer engagement with administrative tasks, supplier coordination, and local marketing giving you full ownership and variety in your workday without the high pressure of standard retail.

Key Responsibilities

- **Customer Welcome:** Meet and greet visitors in the showroom, offering friendly advice and helping them explore flooring options.
- **Database & Lead Management:** Collate customer details, keep contact records up to date, and track leads.
- **Coordination & Scheduling:** Liaise with estimators to schedule home visits and coordinate installation dates with our fitting teams.
- **Ordering & Stock Management:** Place material orders with suppliers and ensure deliveries match project timelines.
- **Local Marketing:** Assist with basic local marketing activities (e.g., updating our social media pages, running local promotions, or managing showroom displays).

Working Hours & Schedule

We offer a structured work week that balances Saturday trading with weekday downtime:

- **Monday to Friday:** 9:00 AM – 5:00 PM (*includes a half-day off each week to compensate for Saturday*)
- **Saturday:** 9:00 AM – 1:00 PM (4 hours)

What We Are Looking For

- **Friendly & Approachable:** A natural communicator who builds genuine rapport with local customers.
- **Proactive & Self-Motivated:** Able to manage time effectively during quiet showroom hours by tackling admin, marketing, and stock ordering without constant micro-management
- **Organized:** Strong attention to detail when managing calendars, customer records, and supplier orders.
- **Local Knowledge or Interest:** A passion for interior design/home improvement or working within the local community is a plus!

What We Offer

- Competitive salary £13.50 hr
- A relaxed, supportive family work environment.
- Varied responsibilities with genuine autonomy over the showroom.
- Staff discount on products.

How to Apply

To apply, please send your CV and a brief cover letter introducing yourself to info@corfloors.co.uk