



# HS WALSH & SONS

— SERVING JEWELLERS & HOROLOGISTS SINCE 1947 —

Hunter House  
Biggin Hill Airport  
Churchill Way  
Biggin Hill  
Kent  
TN16 3BN

## Sales Assistant – Hatton Garden

*HS Walsh and Sons has a vacancy for a Sales Assistant to join our London branch on a full time, permanent basis.*

### About Us

H S Walsh & Sons has been a leading supplier of tools, equipment, clock and watch materials to the jewellery and horological trades for over 78 years. Serving clients from individual designer makers and independent retailers to large industry groups, we are renowned for our excellent customer service.

Along with our branches in Hatton Garden and also the Jewellery Quarter in Birmingham, our head office is in Biggin Hill, Kent. We are at the heart of the trade, offering person to person sales, backed up with help, advice and demonstrations from knowledgeable staff.

Key requirements:

### Customer Service

Assisting and advising our diverse customer base on a wide range of products face to face, email and over the phone at our London branch.

### Order Fulfilment

Processing customer orders: Receiving orders / order picking / invoicing / dispatching.

### Stock Management

Liaising between our buyers and other premises and customers to ensure a fast and efficient stock delivery.

### Product Demonstrations

Demonstrating certain products within our range to potential buyers within our branch. On the job training will be given.

### Exhibitions

Possibility of attending a small number of local exhibitions within the annual calendar, as part of a wider team, to promote our business and demonstrate equipment.

### Responsibilities

- Friendly, informative and helpful interaction with our customer base, to ensure their purchasing needs are met.
- Accurate order taking and data management
- Picking and dispatching
- Stock checking, picking, replenishment and counting
- Demonstrations
- General admin duties including use of SAGE 200 & EPOS systems.

### Requirements

- Experience in the horological or jewellery industry is essential
- A good practical grounding and ability to problem solving
- Organised, responsible, self-starter with a fine attention to detail and ability to multitask
- Open, friendly, demeanour and ability to work under pressure, whether working on your own, or helping out other team members.

[www.hswalsh.com](http://www.hswalsh.com)

[mail@hswalsh.com](mailto:mail@hswalsh.com)

+44 (0) 1959 543 660

Director: W P Sheehan

Registered in London 03553069



# HS WALSH & SONS

— SERVING JEWELLERS & HOROLOGISTS SINCE 1947 —

Hunter House  
Biggin Hill Airport  
Churchill Way  
Biggin Hill  
Kent  
TN16 3BN

- Experienced in the use of Microsoft Office packages – Word, Excel and Outlook
- Experience with SAGE and EPOS systems are desirable.
- Ability to work from other locations at times – this will be a requirement during the probation period.

This is a full-time position working Monday-Friday 9am-5pm. We will only be able to consider candidates who are able to undertake this work pattern. The position is available immediately and the salary is available on request.

Please send your covering letter and CV to [hattongarden@hswalsh.com](mailto:hattongarden@hswalsh.com)

[www.hswalsh.com](http://www.hswalsh.com)

[mail@hswalsh.com](mailto:mail@hswalsh.com)

+44 (0) 1959 543 660

Director: W P Sheehan

Registered in London 03553069