



Working with

HERONHURST



Design & Product Advisor

For communication only:

5 Belli Priory
Abergavenny
NP7 5NE

Studio & Office 18 Mill Street Industrial Estate, Abergavenny NP7 5HE

theandies.com

Design and Product Advisor - 3-4 Days per week

We are seeking a hardworking person to join our **Design and Product Team** working a 3-4 day week out of our flagship **Window and Door Studio** in the heart of **Abergavenny Town**, within our small and friendly team

The role comes with a generous hourly rate plus uncapped bonus earnings potential

Your role will involve

- Assisting customers in our Abergavenny Window and Door Studios
- Visiting customers in their homes and provide a quotation or assistance with our products or product selection
- Recommending products, styles and colour combinations that work for our customers and their homes
- Working off plan for new build, online and special projects
- Following up enquiries and quotations to ensure our customers have received the best service
- Ensuring the showroom is always clean and presentable, working with other members of the team on a rota basis, and brochures are stocked

You will liaise with Andrew and Andy directly, understanding and generating digital paperwork and turning it into Quotations, Visuals and Order Confirmations for typically domestic clients

Accuracy is essential, a head for numbers, and the ability to learn quickly and think on your feet, so you can always offer our customers the information they need

You will be using your computer skills in Excel, Word, Adobe Acrobat and Email, plus our bespoke and specialist packages and liaising with suppliers and clients in person, over the phone and digitally to ensure you get the job done

Own vehicle during the trial period and full driving license is required

Hours and days are flexible and typically include 11am - 4pm Tuesday through Thursday and will include working every two out of three Saturdays (until 2pm) plus (on non-working Saturdays) either a Monday or Friday as required

Rate of pay is £10 per hour + Bonus Potential

Added 16th July 2019: **Position Available**

Position details: Employed (Self-Employed also available) with an hourly rate, temporary contract initially, location Abergavenny. **See downloadable Application for full details**

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Remuneration Rates

Hourly Rate £10 /hr

Schedule

Monday	N/A (unless no Saturday work, when a Monday or Friday may be offered)
Tuesday	11am – 4pm (with possible 7pm finish)
Wednesday	11am – 4pm (with possible 7pm finish)
Thursday	11am – 4pm (with possible 7pm finish)
Friday	N/A (unless no Saturday work, when a Monday or Friday may be offered)
Saturday	9am – 2pm [typically showroom only], two weeks on, one week off
Sunday	Closed

Mileage Allowance Paid from Abergavenny Showroom and Clients including return only at current HMRC approved rates

Bonus potential

Minimum Monthly Sales Target	£40,000 Nett
Bonus Payable	1% Nett on £50,000 + (pays 1% on all qualifying sales £50,001 - £89,999)
Super Bonus Payable	2 % Nett on £90,000 + (pays 2% on all qualifying sales over £90,000 nett)

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Equipment

We will supply for business use only

Mobile Phone with suitable Voice, SMS and Data Allowance

Laptop and / or Tablet

Software including bespoke Window & Door Design – Pricing, Office Suite, PDF Editor and various apps and is the copyright of TheAndies.com and must only be used in conjunction with work for TheAndies.com

It is the user's responsibility to take reasonable care of all equipment, software and data supplied and we recommend Business Use Insurance to cover these away from our premises

Transport

You will be required to provide suitable vehicle, which must always be kept clean and presentable, and a full driving license to enable client home visits as specified in the job description, and other site visits as required. It is the user's responsibility to ensure adequate insurance for business use is taken in to consideration if not already in place

General Terms

Paid circa 28th of month following month of work / sale via Bank Transfer

All days including worked Bank Holidays paid at standard rate, where applicable

Additional hours / days may be made available from time to time to cover holidays and other periods

Holidays

5.6 Weeks Paid Holiday per annum – PRO-RATA to include Bank Holidays and Business Closure (example Christmas shut-down period, etc.) and is accrued as you work (Calculate number of holidays entitled by number of days worked * 5.6)

Additional unpaid are subject to a maximum of 36 days per year taken (unpaid) subject to availability

Contract is initially temporary on a 3 monthly review basis

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