

Vacancy: KITCHEN DESIGN ASSISTANT

We are seeking a motivated and customer-focused Kitchen Design Assistant to join our small, friendly showroom team at GR Kitchens. The successful candidate will support the kitchen designer in delivering high-quality customer service, preparing design visuals, and managing the quoting and ordering process. Full training will be provided on our CAD software.

We're a forward-thinking and ever-growing local company that's keen to bring in the right people to grow with us. If you're looking for a new challenge and want to be part of a team that values quality work and a good working atmosphere, we'd love to hear from you.

WHAT WILL YOU BE DOING?

- Greet customers in the showroom and act as the first point of contact for all kitchen-related enquiries.
- Provide customers with detailed information about units, appliances, finishes, and available design options.
- Assist the designer with preparing CAD visuals and design presentations (training provided).
- Produce and send accurate quotations to customers in a timely manner.
- Follow up sales leads and maintain ongoing communication with potential clients.
- Prepare and send order confirmations, delivery schedules, and installation information.
- Support the designer in managing project timelines and documentation.
- Maintain showroom displays and ensure product information is up to date.
- Support marketing in photography.
- Work collaboratively within a small team to ensure smooth day-to-day operations.

WHAT QUALITIES WE ARE LOOKING FOR?

- Excellent customer service skills
- Strong organisational skills
- Positive, proactive attitude
- Motivation and initiative
- Attention to detail
- Strong verbal communication skills
- An eye for design
- A team player

WHICH SKILLS AND EXPERIENCE ARE WE LOOKING FOR?

- Computer literate with the ability to learn new software (CAD training provided).
- Strong customer service skills with a friendly, professional manner.
- Highly organised with good attention to detail.
- Able to follow instructions but also work independently and use initiative.
- Confident communicator with strong interpersonal and teamwork skills.
- Positive attitude, willingness to learn, and commitment to delivering excellent service.

WHAT CAN WE OFFER YOU?

- Comprehensive training, including CAD software.
- Opportunity to develop skills in design, customer service, and project coordination.
- Working in a fun, busy and supportive team environment
- Work opportunities to develop your skills and career
- Excellent staff discount
- Generous holiday entitlement (31 days p/a)
- Company pension scheme

THE ROLE

- Full-time 35 hours per week, or we're open to adjusted hours for the right candidate
- Working days are Monday - Saturday (working within the existing shop rotas)
- Rate dependent on experience
- Based in our GR Kitchens showroom (first floor) at George Robertson Ltd Shop, 3-4 Carlton Place, Lerwick.

FURTHER INFORMATION

We would be keen to discuss the role with anyone who might be interested. For an informal and confidential chat, please call or email Lewis on 01595 692915 or lewis@grdirect.co.uk.

For more information about George Robertson Ltd please visit www.grdirect.co.uk

APPLY

To apply, send your CV and a covering letter to Lewis Moncrieff, Director - lewis@grdirect.co.uk

CLOSING DATE: Wednesday 7 January 2026, 5.00PM