

	<p>with information enabling them to make decisions regarding supply of essential services including renewal of contracts.</p> <p>Assisting with Timber Stock Control.</p> <p>The Administrator should be prepared to be proactive and have an enquiring mind as this is a large part of the overall role.</p>
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<p>Sales/Showroom</p>	<p>To promote/support the work/ethos of RWS by assisting customers and keeping records.</p> <p>This will include: Meeting customers in the Showroom/Woodshop and, where appropriate, explaining the ethos of RWS. Good customer facing skills are required.</p> <p>Promoting the products on display and taking payment for them. Preparing labels for showroom stock.</p> <p>Keeping records of the stock held in the Showroom for insurance purposes and completing a stock check from time to time to ensure accuracy.</p>
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