



Sales Administrator

About Bute Fabrics

Bute Fabrics was founded in 1947 with the sole purpose of providing opportunities on the island for service men and women returning from the Second World War. We have been specialising in manufacturing woollen woven fabrics for nearly 75 years and in 2021 we relaunched the Bute Looms brand, a collection of soft home and fashion accessories. We are a small mill with a workforce of under 50 people, most of whom were born and bred here on the island, and still to this day we are proudly supported by our owners, the Bute family.

About the Role

This is an exciting opportunity to join the Bute Fabrics internal sales team and build a career in an energetic, woven textiles business. Our sales office is based in the Mill which is located in Rothesay, on the island of Bute.

You will be:

- Assisting and working collaboratively with our Senior Sales Administrator, providing essential administrative support for the external sales team.
- Answering customer phone calls, responding to email enquiries.
- Checking stock, organising sample requests and processing orders.

The ideal candidate will:

- Have excellent organisational skills
- Have excellent communication skills
- Have IT Skills, experience using Microsoft Office is preferable
- Have a flexible can do approach
- Have the ability to work alone and on their own initiative as well as part of a busy team
- Be enthusiastic and willing to learn new skills and develop within the role.
- An interest in interiors and fashion is desirable but not essential.

We are looking to take someone on in either a part time or full time capacity. Experience preferred but not necessary as on the job training will be provided. You will be working on site in a busy office environment from our Mill in Rothesay, Bute.

If this sounds like a role suited to you, please send a CV with covering letter to sales@butefabrics.com

Closing date, Thursday 15th December.

Start date, as soon as possible.

