

## **Business Administrator**

Central London Showroom

£23,000 - £28,000 p.a.

A pay increase will be awarded upon successful completion of the probationary period, subject to performance review.

We are seeking a highly organised and detail-oriented individual to join the Blüthner Piano Centre team in an administrative capacity. The successful candidate will play a pivotal role in ensuring the smooth running of key operational areas, including:

### **General Showroom Responsibilities**

- Accurately maintaining stock sheets, including tracking movements in and out of inventory.
- Providing up-to-date references for stock location and status.
- Managing studio customers and scheduling through Acuity software.
- Processing studio refunds.

### **Tuning Department Coordination**

- Scheduling and distributing work to piano tuners in advance.
- Ensuring clients are invoiced in a timely manner and monitoring payments through Xero.

### **Accounts Administration**

- Daily entry of incoming accounts and reconciliation using Xero accounting software.
- Liaising with our chartered accountant to maintain financial accuracy.
- Preparing and managing a daily payment run to ensure suppliers are paid promptly.

### **Skills and Qualifications:**

- Proven administrative experience, preferably in a related industry.
- Good computer literacy.
- Strong organisational and time management skills.
- Excellent attention to detail and numerical accuracy.
- Effective communication skills for liaising with clients, suppliers, and team members, via email, telephone and in person.



Please apply by emailing your CV and a covering letter detailing your experience and confirming your right to work in the UK to Thomas Neubauer on [tneubauer@bluethner.de](mailto:tneubauer@bluethner.de)

Closing date for applications: Wednesday 5 March 2025

First interviews will be held via video conference. Short-listed candidates will be invited for a second interview at our London showroom.

Please note we will only contact suitable candidates.

For more information please visit [www.bluthner.co.uk](http://www.bluthner.co.uk)

