**Trade Sales Support**

London W3, United Kingdom

Alter London is one of the UK’s leading producers of bespoke furniture. Working closely with renowned interior designers and architects worldwide, we provide extensive in-house manufacturing services, specialising in high quality upholstery and luxury furniture for high end residential, luxury hotels, yachts and prestigious hospitality projects.

We require an exceptional individual to work within a dynamic Trade Sales Team, providing support to the Sales Managers. You will liaise with customers, responding to Trade enquiries, completing administration activities and provide exceptional service in a fast-paced design led environment.

The successful candidate must be enthusiastic, presentable and well organised, with a passion for the furniture or interiors sectors.

**The Role**

* provide support to the trade sales managers in the following capacity:
* process and develop new sales enquiries, paying attention to customer care and attention to detail.
* produce quotations and accurate pricing documents.
* communicate with other departments throughout the sales orders process.
* present proposals, written orders, communicating lead times and all relative information to client by face to face meetings, phone or email.
* schedule and manage deliveries and payments with other departments.
* handling inbound calls and phoning out to existing customers to build loyalty.
* manage and schedule diaries.
* act as a key point of contact for customers, assisting with new and existing sales.

**Essential skills and experience:**

* previous experience in a sales support role within the furniture or interior design industry is desirable, but not essential.
* experience of working with trade interior/design clients (B2B).
* it literate with sound experience using Microsoft office, CRM/SAP essential.
* strong organisational and excellent client relation skills.
* well presented, charismatic with a strong work ethic and sense of integrity.
* confident in both face to face client meetings and over the phone.
* excellent communicator, with a high level of numeracy and literacy in English.
* excellent time keeping and ability to meet deadlines.
* ability to work under pressure both individually and as part of a team.
* capable of working on multiple projects simultaneously without compromising on accuracy.

We offer an excellent salary and future growth opportunities, with great free perks and benefits as to be expected from the best in the industry.

**How to apply**

To apply please send your CV with cover letter and current salary expectations to alter info@alterlondon.com