**PROJECT/ ACCOUNT MANAGER**

Cameron Broom offer a wealth of knowledge and experience in all aspects of soft furnishings to many of the most influential and highly respected Design and Architectural practices throughout London. Our high level of bespoke products and services enables us to be assist our client on inspirational projects throughout the world.

The role would involve liaising with suppliers, manufacturers, internal sales and clients to ensure all elements of projects are coordinated to meet client deadlines. An ideal candidate would be organised, self motivated and adaptable, some experience and knowledge of the interior furnishings industry would be an advantage. Computer literacy is essential as well as the ability to work within a small team and have the confidence to work on your own initiative. Previous procurement and project management experience would be advantageous, however, candidates looking to make their first step into project management would be considered if the required enthusiasm and determination is shown. Full support and training will be arranged for the successful candidate.

Salary is dependent on experience and ambition to succeed within the role.

Hours of work: Monday – Friday 9am -5.30pm.

Position available immediately.

Salary subject to experience.

Position available immediately.

To apply please send your Curriculum Vitae to richardbailey@cameronbroom.com

**General Duties**

* Overall management of orders, suppliers, sub-contractors
* Client’s point of contact once the project is accepted
* Insure the smooth running of the project, install & sign off
* Coordinating installations with Clients
* Fitters & their job sheets
* Site Survey with the Sales person & / or fitter
* Design/project meeting with Sales person & Clients – in Showroom or on site
* Quality Control of sub-contractors
* Ordering system and ordering procedures development and standardisation
* Organisation of the flow of work to production department.

**Key requirements/ skills/ Abributes**

* Organised and methodical
* Able to work within a small team
* Able to prioritise their workload
* Good telephone manner
* Proficient in Microsoft Word, Excel and Powerpoint