**Position:** Sales Manager, Littlefair London

**Status:** Full-time

**Salary:** £30,000

**Start Date:** Immediately

**Responsibilities:**

* Attending to daily sales enquiries
* Invoicing/purchase orders and management of all payments with accounts team
* Stock and logistics management for all deliveries coming in and going out – with manufacturers and shipping companies – plus all orders and supplier orders
* Maintaining new and old clients – meeting with them at the Design Centre at Chelsea Harbour and at their own offices, if needs be
* Managing the price lists and maintaining the right trade discount for clients
* Customer service and after care for any damaged furniture and delayed orders etc
* Large tenders for furniture and accessories
* Co-ordinating with the marketing team on new Social Media stories and updating the website with new products, blogs/projects
* Co-ordinating photoshoots for makers and new products - technical and in situ
* Product development - design work on new ranges, sourcing and designing to fit in with the latest trends and client needs

***To apply, please send a CV to info@littlefair.london***