

création **baumann**

Exciting Office Manager Role

Création Baumann UK are looking for a dynamic Office Manager to form the backbone of our team in London. The role is based in our stunning new office at the iconic Michelin House in South Kensington, SW3.

The day-to-day responsibilities

The role is first and foremost to offer exceptional customer service to our clients within the architect and design community. This includes pricing, stock enquiries, samples and the placing of orders including the management of logistics. You will provide support to three London based sales staff and, working directly with the Managing Director, be involved in the management of long-term business objectives. You will be responsible for managing the weekly submission of financial and accounting information to our accountancy partner and to stay up to date with the execution and processing of our credit control procedures. You will be a key member of our small and exciting UK team. You will need to be flexible and adapt to business needs whilst demonstrating a high level of initiative that will enable you to successfully prioritise tasks and balance customer needs.

Création Baumann

Création Baumann UK is a subsidiary to our Head Office Création Baumann AG in Switzerland. Founded in 1886, Création Baumann is one of the central hubs of activity in the world of textiles. Through years of growth and change, one thing has always remained: our passion for fabrics. Création Baumann is an independent family-run business focusing on long-term objectives. We treasure our independence and leverage it to create more value for our customers, partners, and employees.

The UK subsidiary is in a focused growth plan and looking forward to a challenging and exciting future.

The required skill set

A professional and engaging manner is necessary to give our clients confidence when dealing with their day to day enquiries. Our IT system uses Microsoft Dynamics and some experience here would be helpful but not essential as full training can be provided. Comprehensive use of all Microsoft programmes including Excel, Power Point and Outlook is essential.

Most importantly, you must have strong communication skills (written and verbal), attention to detail and the confidence and initiative to work independently. Interpersonal skills form a large part of the role as you will be required to have a positive attitude and engage in teamwork. The successful candidate will demonstrate they can solve problems, think logically and work in an organised and efficient manner. There is a financial element to the role so numerical and analytical skill and experience would be preferred.

The offer

Salary for the role is between £22K and £32K per annum dependant on level of experience and ability. Working Hours are 9:00am until 5:00 pm Monday to Friday. The position includes pension, Holiday and as a company we are keen to support personal development and career progression.