

An international furniture company based in West London are seeking a confident and personable Client Relations and Account Executive to join their team. The manufacturer specialises in custom-made furniture with a classic yet contemporary feel. This is a great role for someone looking to further their career in a dynamic, committed and close-knit team within the creative industry.

Key responsibilities:

* Manage existing accounts and source new business opportunities
* Manage and process all self-generated customer orders from beginning to finish with an internal audit trail
* Managing client requirements and expectations through premier customer service and care
* Generate sales through responding to enquiries, preparing quotations, reading CAD’s, and processing and monitoring customer orders
* Manage your order supply chains where/when necessary (placing additional WIP orders, liaising and chasing suppliers, transferring stock, etc.)
* Manage personal diary, attend client visits and run product presentations
* Schedule and manage deliveries and payments
* Work towards monthly team targets
* Assist customers in the showroom in a personable, patient and knowledgeable manner
* Perform some general administrative duties such as answering telephone/email inquiries and processing sample/catalogue requests

Key skills:

* Degree educated with at least 1 years’ experience in the creative industry
* Confident in working to monthly targets, reporting and strong professional sales approach
* Friendly outgoing personality, confident in both face to face client meetings and presentations, with the tenacity to secure and retain new business
* Excellent time management skills
* Ability to think on your feet and adapt to situations
* Confident and personable, client focused and strong awareness of the interiors market and current trends
* Self-motivated with the ability to multi-task at all times, ability to work under pressure both individually and as part of a team.
* Flexibility for attendance outside of normal working hours, attending tradeshows, occasional Saturday cover and off-site training and development when required
* Team player, willing to help wherever needed
* Attention to detail and accuracy

**PLEASE NOTE THIS IS NOT AN INTERIOR DESIGN OPPORTUNITY**

Please send your CV and covering letter to: sales@julianchichester.com