

SMC Sales Executive - Window Treatments

SMC are a lively, dynamic company and we are proud of what we do. We help our clients get the best out of technology in their homes whether a simple one-room home cinema installation or a fully integrated multi-million-pound home.

Located in South West London, we work with the most renowned architects, designers and developers within the industry and deliver projects throughout the UK and around the World.

At SMC we focus on quality, reliability and full integration of the latest technology into the world's most beautiful properties. Our ethos is not to create 'one size fits all' solution, but to mindfully craft a system that fits with the aspirations of some of the greatest architects and interior designers of the modern age. Every system we install markets our reputation, therefore it's imperative we have the right people to design, specify, install, programme and maintain our installations.

ROLE

A busy hands-on role within our Window Treatments team, assisting in creating quotes for upgrades and project installations. The candidate will work with established and new clients and have exposure to some of the most beautiful homes in the world. The role will involve building quotes as well as establishing client requirements and costs for upgrades. You'll work closely with other member of the Sales and Design teams.

PERSONAL SPECIFICATION

Experience in the industry is a plus but we're conscious that this is a niche market and we're essentially looking for someone who's willing to roll their sleeves up and get stuck in. Training will be provided. We get most of our business through recommendations and we therefore always thrive to be helpful, personable and friendly. Great people skills and a positive attitude are more important to us than sound theoretical knowledge.

- Strong administrative and co-ordination skills, and great attention to detail.
- Demonstrate initiative and enthusiasm, and the ability to multitask.
- Ability to work under pressure and to tight deadlines.
- Good communicator.

RESPONSIBILITIES

Responsibilities will include, but are not limited to:

Don't let the apparent lack of technical knowledge scare you away from applying for this role: you'll be surrounded by account managers, designers, product specialists and project managers who are all experts in their field and happy to share their expertise with newcomers.

- Assisting with sales enquiries for new and existing clients including all types of window treatments.
- Supporting the Sales Team in producing sales documentation including quotations and proposals
- Understanding client requirements alongside briefing designers and technical teams as part of the quoting process.
- Producing Client Specification documentation in line with the quotation.
- Picking up the phone.

KNOWLEDGE & EXPERIENCE

Training will be given where necessary. Ideally but not essentially, the candidate will have a design qualification or come from an interiors background. The role may suit someone currently in design/technical or interiors sales management role looking to become more client-focused and commercially aware. You will be used to working to very tight timescales, the candidate will require good time management and planning skills.

ENVIRONMENT

SMC is a lively, dynamic company and we're proud of what we do. We are often working with extremely wealthy clients who are paying for and therefore expecting the finest service. The successful candidate, with close support from colleagues, will feel confident and comfortable in this environment. At times working in very demanding situations, a professional approachable manner is required at all times.

WHY JOIN SMC?

There's a strong family feeling at SMC - many of us have been here for more than a decade (in fact two decades in some cases!) Our people remain the core of our success and we couldn't do anything without this amazing team - it is their energy that has driven us forward, helped us deliver great projects, support our fantastic clients, learn, grow and kept it fun. If you're good at what you do, cheerful and reliable we'd love you to join us.

You'll enjoy a host of perks, on top of a satisfying salary. And that's not all:

- **We're award winning:** Many of our projects have been recognised by CEDIA and other industry bodies, as well as leading suppliers including Crestron and Lutron.
- **We're working worldwide:** We have teams working across Europe and further afield, so if you have language skills, enjoy travel, or both, we'll work hard to get the best out of you and give you some exciting experiences
- **We're always thinking of you:** We run a contributory pension scheme, and you'll have access to plenty of other great benefits such as a cycle to work scheme savings, a company mobile and more.
- **We're growing:** It is easy to get stuck in a small company and get lost in a large company - we're in the middle, with plenty of opportunities to learn, challenge yourself, do well and progress.
- **We know how to have fun:** Whether Friday drinks, our legendary summer sports days or just taking part in a charity fitness challenge - we can guarantee you'll make great friends and we hope you'll share the enjoyment at SMC.

TO APPLY

To apply for this role [Click here](#)

WE BELIEVE THAT TECHNOLOGY SHOULD BE
USEFUL, SIMPLE AND BEAUTIFUL