Chase Erwin - Export Sales & Logistics Administrator

The candidate is required to have industry experience within the interior textiles sector, with a multitude of administration skills and a background in sales, as the role is dual purpose. A versatile position with many responsibilities that require the highest level of attention to detail, being flexible with the ability to go between projects, great time management, have initiative and be able to problem solve daily.

In this role you will be the point of contact for US, European and International sales representatives and direct trade clients. Handling enquiries and orders, issuing proforma invoices and raising purchase orders to service the export market, establishing relationships using Zoom, presenting collections and ensuring our contacts have sampling, sales tools and the information they require.

You will also be representing the company at trade shows such as Paris Deco Off and London Design Week.

Taking on occasional design and marketing responsibilities.

Key Strengths and Skills required:

• Overall knowledge and understanding of how a global textile brand functions.

• Have an interest in fabrics and the interiors industry, having a passion for the product will help when presenting collections.

• Analytical and clear communicator, able to respond enquiries promptly and to be mindful of the time-zones your contacts are in.

• Guiding staff where needed

• Data control – Sage / Excel / CRM – importing/exporting data

• Good understanding of IT Systems / Office

• Understanding the daily needs of office supplies

• Advanced Excel including data manipulation

• Fully trained in Sage, including reporting (how to run reports / export to excel and

manipulate) and report designer (how to amend reports/create new reports in report

designer)

• Understanding how to manipulate reports to show key data / trends

• Understanding of freight - imports / exports / duties/taxes / Brexit procedures.

• Working out freight costs / liaising with freight forwarders

• Knowledge of book-keeping / accounts / commercial invoices

• Understand the processes involved in launching a collection and how to implement – eg

costings / time frames / ordering fabrics / production of launch material, eg headers,

samples, brochures / sending out launch material to partners UK and worldwide / working

out pricing

• Stock management including stock ordering

• Understanding how to resolve queries/problems with clients

• Knowledge of the ‘sales process’ from initial enquiry, receipt of PO, issuing Proforma,

allocating stock, despatching, invoicing.

• Understanding of additional needs and requirements of export and VIP clients

• Knowledge of CRM systems

• Working with off-site warehouse – understanding stock management systems / allocations /

booking in stock

• Design skills are valued with experience using Adobe Photoshop and Indesign.

Personal Candidate Qualities:

• Confident speaking with clients and suppliers at mills

• Working well with management and team members

• Confident to contribute ideas to the company to help improve sales

Please send your CV and cover letter to recruitment@chase-erwin.com