**Job Description**

**Job Title:** Sales Co-ordinator

**Location** London Design Centre, Chelsea

**Reports To:** General Manager

**Reports in:** N/A

The Edward Alexander Group is a portfolio of home design companies devoted to ensuring British craft thrives both at home and internationally. Our brands embrace the creativity, expertise and craftsmanship of the world’s eminent designers and architects whilst remaining authentic to their British heritage.

McKinney & Co design and create the ultimate in curtain poles, finials, tie-backs and decorative window furniture. Their bespoke designs are the last word in luxury, and grace the windows of a discerning clientele worldwide.

The designs span all eras and styles ranging from traditional to contemporary and eclectic, combining a wonderful mix of materials all of which are constructed to exacting standards in Britain, using traditional craft methods. Their manufacturing processes give McKinney & Co complete control and the unrivalled ability to customise many of their designs to suit any project.

We are looking for a skilled and enthusiastic person to represent McKinney, and our other brands in our Chelsea showroom.

**Main function of role:**

To provide proactive Support to Sales function, researching new potential clients and coordinate order management (from enquiry to delivery) As a customer facing role, daily activities will include greeting and assisting clients in the Chelsea Harbour showroom,

**Key Responsibilities**

* Research of any relevant new interior designers and making initial introduction to McKinney
* Lead generation via contacting new potential client base such as curtain makers
* To greet Clients and deal with enquiries from the Chelsea Harbour Showroom
* Develop and maintain long-term relationships with client accounts
* To create profitable business opportunities through generating, managing and closing sales enquiries
* Communicate product details, initiate and convert estimate to sales via email phone enquiries for Sales function and walk in enquiries for Chelsea Harbour
* Raise estimates and proposals for the McKinney range
* Check orders and invoices for completion and accuracy
* Ensure Clients are being responded to within agreed timeframes
* Liaise with other departments regarding estimates/orders to ensure smooth progression of order
* Update sales and customer records
* Help to implement and become super user of new CRM tool (Salesforce)
* To liaise with team to ensure there are always marketing materials on display
* To work collaboratively with colleagues in the showroom, and in the wider group for the best benefit of the business
* Maintain the showroom, and propose improvements and changes to ensure it is in premium condition at all times
* Ensure McK product knowledge is always up to date including Bespoke order process

**Skills:**

* Strong organisational skills with high level of attention to detail
* Strong communication skills.
* Well versed and/or ability to learn organizational programs (for example Microsoft Office Suite and CRM systems).
* Administrative or sales background.
* Passion for customer service
* Knowledge of/ interest in interior design
* Collaborative team worker
* Motivated self-starter

You will be based at Chelsea Harbour – Monday to Friday 9.30 – 5.30 but may be required to work later and the odd weekend when we are participating in shows, etc

CVs and covering letter to: Johanna Saboya - johanna@mckinney.co.uk

Salary depending on experience.

**PLEASE NOTE:** In addition to the duties and responsibilities listed, the jobholder is required to perform other tasks or duties commensurate with the role, as reasonably requested by their manager from time to time.