

Job Opportunity: **SENIOR TRADE COORDINATOR**

Job Type: **FULL-TIME**

Salary Band: **FROM 40K PER ANNUM**

316 Design Centre East

Chelsea Harbour, London SW10 OXF

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We are seeking an experienced Senior Trade Coordinator to join our office team at the Design Centre, Chelsea Harbour. You will be responsible for, but not limited to, assisting our Trade and Sales team in developing a trusted advisor relationship with key accounts and customer stakeholders and processing quotes and orders.

WHAT YOU'LL BE DOING

- Working to grow and maximise sales, leads, and opportunities.
- Developing a trusted advisor relationship with key accounts and customer stakeholders.
- Daily processing of proformas/orders and managing trade enquiries face-to-face, over the phone, or via chat and email for our B2S and B2C client base.
- Researching and developing new business with architects, designers, and builders while maintaining and actively growing sales via cold calling, warm calling, and following up with existing clients.
- Attending client meetings and industry networking events and presenting product ranges.
- Helping in forecasting and tracking key account metrics.
- Proactively and professionally collaborating with all customers, teams, and departments.
- Assisting other team members and stakeholders with Trade inquiries.
- Conducting online and in-person sales and design consults to ensure a consistent ABI sales and design service.
- Reviewing and processing trade account applications daily and flagging business opportunities with team leads.
- Servicing incoming trade customer calls and emails.
- Quoting trade projects and processing orders.
- Working closely alongside and supporting the wider trade team in day-to-day items.

ABOUT YOU

- Strong understanding of the design industry in the UK.
- Previous sales management experience in the retail or consumer goods industry.
- Highly-developed organisational and communication skills.
- Demonstrated experience leading and motivating staff.
- Experience working with various IT applications, CRM, and POS software.
- Interior design qualifications or relevant industry experience preferred but not essential.

WHAT WE CAN OFFER YOU

- To work for a family-owned company driven by our company pillars: People, Product, Customer, and Community.
- Work-life balance: our hours are 9:30 am – 5:30 pm Monday – Friday.
- A positive team culture that fosters inclusivity and belonging.
- On-site daily breakfast and pilates machines with class subscription.
- A thoughtfully designed workspace at our Design Centre, Chelsea Harbour showroom and office.
- A generous ABI Interiors product discount.
- Opportunity to connect with the team through social events, team building activities, and a collaborative working environment.
- Opportunity for personal development and career growth.

ABOUT ABI INTERIORS

ABI Interiors is an Australian family business that was established in 2016 after recognising a gap in the market for high-quality, coloured architectural hardware. Today, we pride ourselves on supplying a comprehensive range of interior fixtures and fittings that are of an exemplary standard. Our in-house Research and Development team uses cutting-edge technology to actualise simplicity, longevity, and durability as the foundation for our designs. But our promise of quality extends beyond our product offering. We adopt a holistic approach, meaning we strive to uphold excellence across every touchpoint of the ABI Interiors experience. Guided by quality, trust, innovation, passion, and responsibility, our team all share the same belief and commitment that we can enrich lives by enriching spaces.

If this sounds like your ideal role, we'd love to hear from you! Please apply with your resume and cover letter by emailing careers@abi-international.com.au and megan@abiinteriors.co.uk.