

OCHRE

Accounts Clerk

OCHRE is an exclusive lighting and furniture design company that was founded in 1996 in London. As well as selling directly to individuals, most of our clientele consist of leading international interior designers and architects. Ochre's products can be seen in private residences, boutique hotels and restaurants throughout the world. We have showrooms in London and New York.

Main Responsibilities

Raise sales pro forma invoices and revisions and send to clients by email as order confirmation, requesting deposit payments to activate the manufacturing process

Chase clients for payment of deposits and balances; liaise with Production regarding manufacture and Dispatch Coordinator to arrange deliveries

Liaise with Production team to ascertain progress of all orders; regularly update internal systems & clients of order status

Provide ad hoc assistance to members of the team from time to time

The Candidate

Excellent English (verbal and written) communication skills is essential to this role

Two years' experience in customer service or sales support

A team player who is personable, proactive, articulate, and able to work well under pressure

Exceptional attention to detail and is able to effectively prioritise workload

A Flexible and quick learner, with a structured and disciplined approach

Proficient in Microsoft Business Suite, especially Excel; a basic knowledge of Sage200/SageCRM is desirable

Excellent time management and organisational skills

A competitive salary and discretionary bonus will be offered to the successful candidate
If you would like to apply, please send a covering letter with your CV to careers@ochre.net

Only suitable candidates will be invited to interview