

kvadrat

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Registered in England Reg. No. 208 4887

Sales Coordinator in Customer Service, London

Do you want to join a global design company that is growing rapidly, and furthering your career in an international environment? We are looking for a Sales Coordinator (Internal Sales Support) in Customer Services in London.

About the job

As Sales Coordinator in customer service your main focus will be to support our Sales Representatives as their office-based back up and provide excellent customer service as first point of contact to our clients.

Your key responsibilities will include:

- Responding to client queries via phone and email
- Processing, tracking and shipping textile orders using our CRM system
- Placing and responding to sample requests
- Issuing quotations and standard pricing agreements in cooperation with the Sales Representative
- Basic project and pipeline management within the system in collaboration with Key Account Managers and Sales Representatives
- Problem-solving and collaboration with the team to resolve issues and improve processes
- General administrative and clerical support

Your profile

- You are an enthusiastic team player with good interpersonal skills
- You have the ability to multi-task and manage a wide variety of daily tasks
- You want to work in a company with high demands for quality and growth
- You have talent for problem solving and creating ideas for improvements

Qualifications and competencies

- You may have experience from a call center or customer service background handling enquiries, quotations etc. or have worked in a similar sales support role.
- You have a good knowledge of Microsoft Office Suite and PC proficiency (excellent keyboarding skills/data entry skills).
- Professional proficiency in spoken and written English, additional languages seen as a positive.

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Application

Please send Cv's and cover letter to mhay@kvadrat.org. We will invite for interviews on an ongoing basis and close the job post when we have found the right candidate.

We are Kvadrat

Our products reflect our commitment to colour, quality, simplicity, innovation and design. Kvadrat fabrics have been used in some of the world's most intriguing architectural developments such as the Gherkin, London; Museum of Modern Art, New York; Walt Disney Concert Hall, Los Angeles; Oslo Opera House, Norway; Reichstag, Berlin; Guggenheim Museum, Bilbao; Copenhagen Opera House, Denmark and Guangzhou Opera House, China.

At Kvadrat, we consistently push the aesthetic, technological and functional properties of textiles. In doing so, we collaborate with leading designers, architects and artists, including; David Adjaye, Miriam Bäckström, Tord Boontje, Ronan and Erwan Bouroullec, Thomas Demand, Olafur Eliasson, Alfredo Häberli, Giulio Ridolfo, Peter Saville, Finn Sködt, Roman Signer, as well as Patricia Urquiola.

We try to set up as few rules as possible. In return, we expect each person to always act in accordance with our basic values, and in doing so, to be quality driven in all decisions and actions, to act according to our mindset of 'strong teams – one company', to be passionate about your daily tasks at the job and the design culture that we are an integrated part of, to stay open-minded towards clients and colleagues, and to be honest in communication and treat others with respect.

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