

Job description

Role Title – UK Contracts Sales Co-ordinator (9-12 month contract)

Based in Denham, Bucks

Why join Style Library Contracts?

There's something inspiring about working at Style Library, perhaps it's our iconic brands and the nature of our diverse range of authentic British designs as well as our ever-growing collaborations in our Licensing department?

If you love interiors as much as we do, this could be the beginning of a wonderful journey.

We create styles that celebrate a passion for colour, texture, craftsmanship and innovative design. We are a global leader in interior design and we are proud to manufacture, market and distribute our brands around the world. We employ approximately 700 employees and now have exciting opportunities to join our growing **Contracts Sales** team on an interim basis (9-12 month contract)

If you're looking for a new challenge, join us as we inspire creative living in every home.

The Role:

Reporting to the UK Contracts Team Leader your responsibility will be to co-ordinate and facilitate communication of admin activity across group brands, ensuring smooth running of contract admin. As well as, support UK Contracts Admin as required to ensure service levels and customer service standards are maintained to the highest level

What's involved:

- Support and coordinate contracts UK sales administration.
- Day to day workload of UK sales desk, processing orders and enquiries via integrated company management system
- Gather product stock levels and production lead times for standard products and management of delivery to meet customer timescales.
- Gather product cost prices and add-on costs, manage and negotiation with the area manager the sell price for quotation.
- Assist and raise quotations for UK project sales enquiries and support in maintaining physical and electronic project files
- Assist logging of all UK contract project activity for brands, on to the project list by notifying UK project leads.
- Ensure UK sales orders placed under retail accounts are flagged accordingly for contract reporting.
- Action new account enquiries for UK orders.
- To communicate contract UK information across the sales teams internally and externally.
- Run weekly the Daily Sales report for whole team and distribute to Contracts Team.
- Support and implement systems and methods to improve the quality of customer service provided.
- Work closely with and build customer relations with UK Sales Managers and key accounts. Raising any customer issues, pricing queries and provide general feedback to Team Leader and UK Area Managers.

- Support and assist cover and administer orders and enquiries of team members 'buddy' area during busy and holiday periods
- Manage FR Certificates attaching to relevant sales order on Mertex and post original to customer
- Manage and action alternative product requests for 'buddy' Review FR reports and highlight any order not tagged for Contract

Essential Experience\Qualifications Required:

- BSc/BA in business related field desirable but not essential.
- Minimum of 5 GCSE's grade C or above.
- Project Management qualification would be an advantage
- Minimum 3 years' experience of customer service\export.
- Ability to question strategically and think outside the box to drive complex negotiations through life cycle of sale
- Demonstrate commercial understanding and drive to challenge and seize opportunities in sales driven roles
- Able to distinguish between Project management as opposed to project admin support.
- High level of Word/Excel Experience
- Good email communication skills
- Good Negotiation Skills
- Knowledge of Interior Design Market (would be an advantage)
- Numerical/Problem Solving thinker
- The ability to meet deadlines
- Detail focussed
- 'Hands on' and 'can do' approach
- Team player
- Able to excel under pressure

What's in it for you:

As a Style Library employee, you will enjoy a competitive financial package, generous staff discounts across all brands as well as licensed products and 25 days annual leave.

If this sounds like the next step in your career - make your application today! We're looking forward to hearing from you!

You must meet the legal requirements to apply for this job. At Style Library we are committed to providing equal opportunities to all applicants and, and we welcome applications from candidates with diverse backgrounds.