

## **Projects Coordinator – Contracts team**

twentytwentyone is seeking a project sales coordinator with prior industry experience to join its expanding Contract sales team in London.

twentytwentyone has established itself over the past 28 years as one of London's foremost dealers of classic and contemporary design, supplying furniture, lighting and accessories from world leading designers and manufacturers. The contract projects coordinator is a collaborative role, working closely alongside our internal sales team whilst fostering external relationships with suppliers, specifiers and purchasing companies.

You will be a great administrator and skilled in IT communication, literacy and numeracy; as well as being a quick thinker who can manage their varied responsibilities efficiently and methodically within a close-knit team. We are looking for energetic applicants who possess relevant project administration experience, ideally within the furniture industry and who have a natural desire to continuously identify and implement process improvements.

The role encompasses all aspects of the sales and administration cycle, from client quotations and invoicing, to purchase order management on varying scale projects, as well as inbound logistics and site installations.

Full job description on successful application prior to interview.

Salary to reflect experience.

Full-time Mon-Fri based at River Street office, EC1

**To apply please send your covering letter, C.V. and salary expectation to [jobs@twentytwentyone.com](mailto:jobs@twentytwentyone.com)**

Note that we are only able to respond to candidates shortlisted for interview.

[www.twentytwentyone.com](http://www.twentytwentyone.com)