

SALES AND STUDIO CO-ORDINATOR

A L F R E D
N E W A L L

Contract: Full Time

Salary: TBC depending on experience, starting from £28k

Alfred Newall works with natural materials to make honest furniture crafted with care. His appreciation and intricate understanding of craftsmanship and design have informed a collection of furniture which values the past and has a prominent place within contemporary interiors. All of our pieces are made by a team of skilled craftsmen in the South Downs, using sustainably sourced wood and traditional processes. Our collections have quality at their core and are made to last a lifetime.

THE ROLE:

Alfred Newall is looking for an experienced and enthusiastic Sales and Studio Co-ordinator to join our team in Sussex. They will have administrative, customer service and operational responsibilities and will be an integral support to our growing team. This is a full-time role.

The Sales and Studio Co-ordinator is responsible for the effective day-to-day running of the studio alongside the Operations and Logistics Manager supporting online sales, trade orders, accounts and administration.

Ideally, the candidate will have experience to effectively manage the responsibilities below:

- Liaise with customers on product enquiries for orders and invoices on email and telephone for both the online store and trade accounts.
- Facilitating a busy inbox and alerting the correct members of the internal team to bespoke requests.
- Updating production tracker regularly with new orders, following up on any missing details.
- Close monitoring of invoicing, using Xero our accounting software – drawing up quotes, issuing invoices and reconciling payments.
- Supporting the team with shipments, logistics and deliveries.
- Maintaining organisation of client details and orders for both Alfred Newall and Newall Turning.
- Maintaining organisation of image and drawing library.
- Contributing to overall team efficiency through effective organisation of daily administrative tasks.

Role requirements:

- Excellent communication skills, flexing between customers, colleagues and Directors.
 - Extremely organised, proficient and self-motivated working as a key contributor to a busy team.
 - Strong administration skills and an eye for detail.
 - Excellent IT skills and experience in using Microsoft office suite, excel and Google suite.
 - Good numeracy skills and experience using accounting software, such as Xero.
 - Positive demeanour with a can-do attitude and be an excellent problem solver.
 - Work well under pressure and supporting multiple projects, members of the team and timelines.
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Further Details:

- Full-time
- Location: BN26 5QS
- 28 days holiday, including bank holidays

We have a friendly, inclusive environment that encourages growth and has an emphasis of learning from each other and working collaboratively.

To apply, please send your CV and cover letter to info@alfrednewall.com