



Job description: part-time planner

Join our planning team

We are looking for an organised, and trustworthy person to join our planning team in St Albans. It's an important role as every shelving system is designed and tailored for every customer. This ensures it can be used correctly now and in the future. Part-time roles can lead to full time positions.

Primary role:

To help design and cost the ON&ON shelving system for our customers, this is done remotely with our customers via email and phone. Customers will vary from small residential projects through to large commercial projects with architects and developers.

Key activities:

- design and cost shelving systems for every customer with 100% accuracy
- receive, record customer details and enquiries in our CRM system
- to create quotes, revisions, invoices, and picking lists using our CRM system
- to be able to explain the rationale for a design via email or phone
- understand customer input and design requirements for a room or system
- to fully understand our shelving system, functionality, setting out and technical aspects
- ensure data regarding customer orders is up to date and accurate
- be flexible if required to perform other tasks when requested

The role requires:

- focus on the quality and care of the design for every system
- must be competent with Vectorworks technical drawing software
- competent in Google Sketchup 3d software
- computer literate & confident in using apple mac computers and printers
- experience with dealing with customers
- to work closely with the workshop teams to ensure that every order is perfect
- to be able to read technical drawings
- a consistent, thorough and meticulous approach
- the ability to work as part of a growing team

The planner will be:

- have a design qualification or similar in interior/architecture or product design
- interested in architecture/interiors and design-led furniture or products
- interested in sustainability or the circular economy
- technical and practical
- organised and punctual
- good at writing emails, fluent in written and spoken English
- fluency in any additional languages will be seen as a bonus
- sales experience is not required but seen as a bonus
- good humoured and trustworthy
- informal, but 100% professional

Interested in applying?

Please send us your CV and a covering letter via email to Studio@madebyonandon.com