



Sales: A&D

London based: MARK Showroom, 1 St John's Square, EC1M 4DH

Salary range: £20-24K + commission

Purpose: To grow our sales in the UK contract furniture market with a focus on London A+D practices.

Working closely with the Sales: Communications post-holder, the directors and wider team, this role will be key to building a high level of industry recognition and support for the MARK brand, and converting this into sales to meet our growth targets.

Initially acting to support the sales activity of the directors, the role is intended to grow quickly into a frontline sales position.

The role will include the following:

- Working with the directors to build and develop client relationships
- Upholding the company ethos and brand values with the utmost care and attention
- Nurturing client relations to develop sales with new and existing clients and propose new business development opportunities.
- Engaging with the A&D, dealer and end user communities to develop new and existing client relationships
- Making appointments with existing and new business for sales presentations
- Making and following up on sales presentations
- Assisting with sales presentations for the wider team
- Assisting with the preparation of sales and marketing material
- Providing general administrative assistance to the sales team
- Supporting the Sales: Communications post-holder in the organisation of events for the showroom
- Dealing with sales enquiries
- Managing a client database
- Managing loan items
- Preparing for and support trade shows on yearly basis: for example Clerkenwell Design Week and London Design Festival
- Assisting with the showroom presentation, ensuring we operate to the highest standards of customer service and presentation; ensuring all samples are maintained in good condition and order

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Sales: A&D cont.

Person specification:

ESSENTIAL
Excellent people skills – outgoing and sociable. Able to quickly build rapport and a natural networker.
A design enthusiast, with a genuine engagement with the design and ethical values of our brand
Excellent written, verbal and visual presentation skills
Confident and competent with figures
Highly organised, with excellent administration skills, a user of Word and Excel
Self-motivated, comfortable with working alone at times
GCSE grade C minimum in English and Maths
DESIRABLE
Experience with a small, growing company
Track record of experience within a similar role, looking for an opportunity to grow
Experience and established contacts in the London A+D sector
An ability to reach out to and build our market presence through social media.
Ability to edit and target presentation material within MARK brand presentation standards
Higher level qualification in a subject requiring advanced skills in written English