

Job Description

Purchasing Assistant (Interiors Division)

Overview

The Interiors Division is a very busy department looking after the furniture requirements of small, medium and large clients who procure their office furniture through Commercial Interiors. Our aim is to create inspirational working environments. The clients we have gained and maintained over the years expect the highest standards of Customer Service which we take a pride in delivering.

We provide the following services to our valued clients:

- Initial meetings to evaluate our client's furniture requirements.
- Full CAD planning and 3D visual representations.
- Complete fit out of offices including furniture, partitioning, carpets, ceiling, air conditioning etc.
- Product sourcing from in excess of 25 of the top furniture manufacturers in the UK.
- Professional installation of furniture.
- Project Management.

We want you to...

- Liaise with all manufacturers on a daily basis
- Produce an electronic weekly delivery schedule for the furniture installation team
- Set up all new products required by the Furniture Line Consultants
- Place all furniture orders with appropriate manufacturer via fax, phone or electronically
- Ensure all outstanding orders are on track for due dates and communicate any discrepancies to internal staff
- Monitor any returns and ensure they are collected by Manufacturers
- Maintain a library of updated furniture products
- To act as the main point of contact between manufacturers and Commercial Interiors staff
- To update all staff on the progress of furniture deliveries thus ensuring products arrive with customers on desired dates
- To produce daily performance sales figures, record them electronically and distribute them to designated staff

You have got...

- A minimum of 5 GCSE's (or equivalent), including Maths & English
- Previous administration and customer service experience

- Excellent communication skills; both written and verbal
- Excellent attention to detail
- Enthusiasm and self-motivation
- Able to work under pressure
- A flexible approach
- The ability to manage a busy workload
- Experience of using Microsoft Office

Why Commercial..?

- Competitive basic salary
- 25 days holiday per annum (plus bank holidays)
- Company contributory pension scheme
- Cycle to work scheme
- Free fruit in the office