

JOB DESCRIPTION



CORPORATE ACCOUNT MANAGER



OVERVIEW

We currently have a vacancy based from our Head Office in Cheltenham, Gloucestershire for an Account Manager within our Interiors Division.

The role is based within a busy department looking after a mixture of large corporate and smaller clients who procure their office refurbishment and associated office furniture through Commercial Interiors. No account has the same needs or requirements, therefore we tailor make all of packages to suit each individual account.

The main purpose of the role is to work closely alongside our team of Interiors Consultants to make sure that we are delivering the highest standard of customer service to all of our clients.

This is a temporary maternity cover role expected to last up to nine months.

WE WANT YOU TO...

- Liaise with Customers regarding product information
- Liaise with the Purchasing and Installation scheduling Department to monitor product delivery time scales
- Source alternative and bespoke furniture products, securing best price possible
- Ensure end users are kept fully up to date on product development
- Maintain accurate client furniture product lists
- Process orders and manage returns
- Liaise with distribution centres to organise delivery methods
- Ensure best practice is shared with both Client and Interior Consultants
- Ensure client accounts remain profitable at all time and identify spend leakage
- Maintain accurate account records when updating end user details

JOB DESCRIPTION



CORPORATE ACCOUNT MANAGER

- Liaise with suppliers to secure delivery information and arrange same day deliveries where necessary
- Obtain special pricing on bulk furniture orders
- Monitor Supplier performance and feedback to purchasing team

YOU HAVE GOT...

- Previous administration and customer service experience, ideally within a sales environment
- The ability to work both as part of team and individually
- Excellent communication skills, both written and verbal
- Excellent organisational and time management skills
- Enthusiasm and self motivation with a 'can-do' attitude
- A flexible approach with the ability to prioritise a busy workload
- Proficiency in Microsoft Office and experience of internal computer systems

WHY COMMERCIAL..?

- Competitive salary
- We all get a generous holiday allowance of 25 days plus bank holidays which increases with length of service
- A variety of training & Development programmes tailored to you
- Earn extra money if we hire your friends or family with our employee referral programme
- Looking for a little extra? You could get a day off for doing charity work and you might even get a treat on your birthday and work anniversary!
- A range of team and social events
- Cycle to work scheme, pension contributions, Employee support programme, Flexi time scheme and more