

<b>Position</b>	Sales Support & Coordinator
<b>Reporting to</b>	Commercial & Operations Manager
<b>Location</b>	Tsunami Axis, Edinburgh
<b>Employment Period</b>	Permanent
<b>Package</b>	Salary depending on experience

Tsunami Axis is one of the UK's largest supplier of furniture to the commercial interiors sector. As well as being Herman Miller's largest dealer partner outside of the US, Tsunami works with a wide range of high-profile European manufacturers. Launched in 1999, Tsunami Axis has completed some of the largest furniture projects nationally and internationally. We provide unrivalled support at every level of a project and have offices in London, Edinburgh and Frankfurt. The Tsunami Axis team has many years of combined experience within the commercial interiors sector. The expertise and skills of the 90-strong team encompass all aspects of design, supply, project management, installation and after sales management.

### **Job Purpose:**

To act in a sales support role operating primarily within the sphere of client quotations/cost schedules and undertaking procurement.

### **Nature and Scope:**

To provide an efficient and professional sales administration function ensuring customers are communicated accurately too, whilst working actively as part of the central team to increase and enhance the level of service, adding value to the Tsunami Axis Team.

### **Principal Accountabilities:**

- Organise loan/sample furniture and mock-ups
- Creating Sales Quotations and pricing tenders
- The creation and monitoring of project job sheets
- The creation of purchase orders and tracking orders ensuring live dates are met
- Project budget control
- Checking of supplier order acknowledgements
- Tracking suppliers for correct delivery dates
- Creation of product list for crew and any special instructions to expected delivery for specific projects
- Working with Project Managers to schedule installation crews

- Client invoice requests to accounts
- Authorising supplier invoices
- Warranty issues
- Client Liaison

## **Key Competencies:**

- Previous experience working in the furniture industry preferred but not essential
- Highly organised and attention to detail
- Desire and ability to pick up with on the job training and support
- Work autonomously as well as in a team
- Efficient time management
- Ability to use Initiative
- Ability to stay calm under pressure
- Computer literate - Word, Excel, Powerpoint, Outlook

Applications will not be considered without a role specific covering letter outlining why you will be suitable.

## **How to Apply**

Please email your CV and letter to Richard Gibson at [R.Gibson@tsunami-axis.com](mailto:R.Gibson@tsunami-axis.com)

### **Health & Safety Responsibilities**

Managers and supervisors carry both legal and company responsibilities for ensuring the health and safety of their employees, those under their control and those who might be affected by the work undertaken, i.e. public, visitors and employees of other organisations. This includes briefing individuals working for them and ensuring there is the necessary understanding, competence and application of requirements to work safely and without harming the environment.

Employees are responsible for ensuring they fully understand the health and safety risks involved in their work activities and their responsibility to apply the controls needed to manage those risks to acceptable levels. Similarly where work activities can have an adverse impact upon the environment, and particularly where there are legal requirements, employees are responsible for understanding those impacts and the controls they must ensure are applied.