

Position	Sales Support & Procurement Coordinator
Reporting to	Sales Support & Procurement Manager
Location	London
Employment Period	Permanent
Salary Range	Depending on experience

The Company

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 West Africa.

The Tsunami Axis team has many years of combined experience within the commercial interiors sector. The expertise and skills of the 70-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 furniture and Mock ups
- EOS take off's (Herman Miller Electronic Order Entry System)
- Creating Sales Quotations and pricing tenders
- Creating Sales Presentations
- The creation and monitoring of project job sheets
- Client Liaison

Procurement & Warranties

- Organise loan furniture
- The creation of purchase orders and tracking orders ensuring live dates are met
- 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

Knowledge, Skills, Qualifications & Experience:

Key Competencies

- Previous experience working in the furniture industry essential
- Ideally with furniture procurement skills and project coordination
- Electronic Ordering System (EOS) is advantageous
- 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

How to Apply

Please email your CV to Neeta Patel at N.Patel@tsunami-axis.co.uk