

<b>Position</b>	Sales Support Coordinator - Tsunami Axis North
<b>Reporting to</b>	Head of Operations - North
<b>Location</b>	Central Scotland – Edinburgh/Glasgow
<b>Employment Period</b>	Permanent
<b>Salary Range</b>	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, Glasgow and Frankfurt.

The Tsunami Axis team has many years of combined experience within the commercial interiors sector encompassing 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, undertaking procurement and assisting with project delivery.

## Nature and Scope:

To provide an efficient and professional sales & project 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 administration documents
- 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
- All forms of client liaison in the scope of project delivery

## **Knowledge, Skills, Qualifications & Experience:**

### **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

### **How to Apply**

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