

<b>Position</b>	Sales Support & Procurement Coordinator
<b>Reporting to</b>	Sales Director
<b>Location</b>	London
<b>Employment Period</b>	Permanent
<b>Salary Range</b>	Depending on experience

## The Company

The Company Tsunami Axis is one of the UK's largest suppliers of furniture and complimentary workplace services 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, Edinburgh, Manchester, Cambridgeshire, Frankfurt and Luxembourg. The Tsunami Axis team has many years of combined experience within the commercial interiors sector, working with some the most well-known clients in the Technology, Media, Legal and Finance industries. The expertise and skills of the 60-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. Engaging on projects from conception to completion working within a dedicated key account team.

## Nature and Scope:

To provide an efficient and professional sales administration function ensuring the customer receives accurate communication throughout their projects. Working with multiple projects throughout EMEA consecutively.

## Principal Accountabilities:

- Creating Sales Quotations
- Liaising with Suppliers
- The creation of purchase orders and tracking orders ensuring required delivery dates are met.
- Checking of supplier order acknowledgements
- Arranging internal handover and checking meetings with the dedicated Key account team.
- Monitoring and updating workflow documents
- Checking of supplier order acknowledgements
- Tracking suppliers for correct/expedited delivery dates

- Authorising Supplier invoices
- Raising and actioning any Warranty Issues
- Client Engagement

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

#### **Key Competencies**

- Previous experience working in the furniture industry preferred
- Ideally with procurement skills and project coordination experience
- Highly organised with attention to detail
- The ability to work autonomously & as part of a close team
- Efficient time management
- Ability to stay calm under pressure
- Ability to prioritise workload
- Able to work on multiple projects at any one time

#### **How to Apply**

Please email your CV to Sophie Davies [s.davies@tsunami-axis.com](mailto:s.davies@tsunami-axis.com)