

Sales Support – Timaru

Do you have excellent administration skills and have a passion for sales and are in search of your next challenge?

Our Timaru based Sales Support Coordinator will be responsible for supporting our F2F sales and business development team. Building relationships with our customer base which ranges from architects and designers to restaurant and venue operators, join a company with a legitimate point of difference and NZ made furniture solutions that our clients are exceptionally receptive to.

Role Highlights:

- Work for a family business with over 25 years experience in furniture manufacturing
- Work for a fast growing company with a legitimate point of difference
- Working in the design and interiors industry
- Be a part of exciting architectural and interior design projects across NZ
- Excellent working environment based out of our Timaru Head Office and factory

Responsibilities include:

- Qualify and filter all inbound sales enquiries via phone, email, website and social media
- Manage own sales pipeline and develop into sales superstar
- Closing small to medium sales
- Provide support to Sales Executives and Business development team
- Prepare quotes, arrange appointments and general administration support to Sales Executives
- Maintain relationships with clients by providing support, information, and guidance
- Business development, researching and recommending new opportunities
- Assist with preparing and delivering appropriate client presentations

The successful applicant will:

- Have proven experience selling to the interior fitout/specifier market
- Be diligent and organised
- Be proficient in Microsoft office, and Project Management and ERP software
- Be a fast learner with a passion for sales
- Enjoy working with clients to find superior furniture solutions
- Have excellent communication and interpersonal skills
- Have a passion for working in a design led customer centric environment

If you have an interest in this role and possess the attributes mentioned above, then do not hesitate to apply - we offer excellent working conditions where you can be part of a progressive and positive team.