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WE ARE HIRING A **BUSINESS DEVELOPMENT ADMINISTRATOR** TO JOIN OUR TEAM.

The Role

We are a market leader in interior design and furnishing solutions, with multiple service offerings available to clients depending on individual scope and requirements.

We are currently looking to recruit a highly motivated Business Development Administrator to join Accouter Group of Companies and our portfolio of international award-winning brands - Accouter Design, A.LONDON and BoxNine7.

Reporting to the Sales Director, you will be part of our team, working closely with our Design & Operational functions.

To be considered for this position, you must have:

- **Excellent communication and people skills.**
- **Good organisational and multitasking abilities.**
- **Solid knowledge of Microsoft Office (Excel / Powerpoint).**
- **Personal presentation to meet expectations of the business and design environment.**

Typical responsibilities will include:

- **Generating quotations from a floor plan.**
- **Liaising with suppliers to obtain quotations (i.e. window dressings).**
- **Ensuring purchase orders are completed.**
- **Ensuring internal systems are kept up-to-date.**
- **Updating the in-house database and ensuring all files are uploaded to the server and salesforce.**
- **Working with our design team to ensure clients design specifications are met.**
- **Arranging access for revisits and installs.**
- **Other ad hoc administrative tasks including company email campaigns.**
- **Project sign off with clients on site.**
- **Site visits (upon job confirmation).**

How To Apply

Please send your CV and cover letter to Tara Welsh at:

Tara.Welsh@AccouterGroup.com
by 19th April 2019.

Details About The Role

Vacancies:	One
Location:	Marylebone, London
Brand:	Accouter Group of Companies
Salary:	Competitive
Software:	Microsoft Office (Excel / Powerpoint)

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#AGCMe #WeAreAGC

Accouter Group of Companies

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