

SALES AND OPERATIONS COORDINATOR

We are boutique luxury lifestyle brand with an international audience looking to continue strong growth by taking our customer engagement and operational processes to the next level. This is the ideal opportunity for a can-do sales and operations team leader to join our growing team at our Abbotsford office/showroom. Ideal for someone seeking a fresh challenge and keen to partake in growth and transformation whilst working with a premium collection

Benefits

Competitive salary commensurate with experience

Generous staff discounts

Join a super team on a growth trajectory

The successful candidate will be:

- Professional and mature, with a service-oriented demeanour and understanding of premium luxury standards.
- Accustomed to taking responsibility
- Able to demonstrate previous leadership qualities
- Someone who relishes in problem solving
- A confident team leader
- Highly organised with the ability to multitask
- Pedantic and understand the need for a high level of attention detail
- A great relationship builder with outstanding interpersonal and communication skills.
- Positive with a proactive approach to sales and customer engagement.
- Proficient in accounting software/ERP and Microsoft Office
- Able to confidently liaise with existing clients and accounts and partake in new business development.
- Happy to apply a hands on approach to warehouse operations and logistics
- Looking to join and grow with a great team

The role:

- Ensure professional and timely correspondence across all client enquiries
- Oversee all ecommerce orders/invoices and the returns process
- Support trade account managers
- Responsible for the efficient co-ordination of dispatch for all outgoing orders
- Responsible for warehouse operations, organisation and efficiencies
- Oversee all logistics communication and problem solving
- Maintain and establish strong relationships with our client base.
- Partake in general administration

Do you consider yourself to be highly organised, have a strong work ethic, the ability to prioritise multiple tasks and understand the importance of excellent customer relations? Do you relish in responsibility and are you happy to work in a small team environment? Are you looking for a long term and challenging position in a growing company? Do you have strong written communication skills and an excellent command of the English language? If you cant stop answering YES we would be most happy to hear from you. Previous experience within an ecommerce operation and warehouse environment would be highly valued.