

# COACH HOUSE

**Job Title:** Reception Sales Co-ordinator.

**Hours of work:** 9.00am – 5.00pm Monday to Friday, this is a full-time permanent position with an excellent salary.

**Job Type:** Full Time.

We are the UK's largest wholesale supplier of furniture and giftware. Coach House has imported and sold captivating, design-led furniture, and homewares throughout the UK and further afield for over 40 years. Having begun with humble origins in Yorkshire, we have grown to become one of the industry's largest and most trusted trade-only names, and we are still a proud family run business. Our extensive breadth of product reflects a myriad of diverse collections spanning from traditional to contemporary furniture, lighting, design-led accessories, artificial floral, Indian antiques, and festive products, resulting in our customer base being just as diverse, comprising of Interior Designers, Retailers, Hoteliers, Property Developers, TV programmes, and Film companies. We believe this is what makes Coach House an inspiring company to work for.

We currently have an opportunity for an experienced Sales Co-ordinator to join our busy Reception sales team.

## **Job Role:**

The successful candidate must have experience of working in a busy B2B Sales environment with the ability to work under pressure and to meet deadlines whilst delivering exceptional customer service. You will be working as part of our Front of House team, delivering the very best possible customer experience to all our Showroom visitors. You will be involved in all aspects of our Front of House operations. You will also be responsible for managing a selection of U.K customers, building successful relationships with all your clients – including answering queries and giving product information, processing orders daily and meeting order despatch deadlines. To fulfil this role, you must be self-motivated with strong communication and organisational skills, plus have excellent computer skills. This is a varied role, working as part of a team but you are also given the autonomy to organise your workload on a daily basis, whilst achieving all service levels.

To apply for this role please send CV and covering letter to [HR@coachhouse.com](mailto:HR@coachhouse.com)