



Job Description

Sales Manager

August 2022

About the company:

Beata Heuman is an interior design practice and maker of homewares and furnishings known for its original and creative design. The interiors team works primarily on houses in the UK, USA and Europe and has a growing reputation for commercial projects including hotels and restaurants.

The studio's collection of fabrics, wallpapers, lighting, handles and furniture is designed entirely by Beata and her team and is available exclusively for purchase from its online Shoppa. Later this year the team is relocating to a new premises at 188 Hammersmith Road set in a beautiful Grade II listed townhouse, which will also incorporate the studio's first by appointment showroom for the Shoppa collection.

For more information please visit beataheuman.com or our Instagram profile @beataheuman.

Purpose of the role:

This is Shoppa's first stand-alone sales role created to support its significant growth over the last two years and provides an opportunity for the successful candidate to make a real impact. The Studio will open its first by appointment showroom in 2023, a project you will value playing an important role in bringing to life. We are looking for an organised and pro-active individual with sales experience, interiors industry knowledge and excellent communication skills. As manager of the Sales function you will be key to ensuring the Shoppa client is kept at the forefront of all decisions.

Reporting to John Finlay (Managing Director), the successful applicant will relish owning a crucial part of the growth journey of an exciting brand within a small team. This is a full time role (Monday to Friday), based at our premises in Hammersmith, London.

Responsibilities:

- Sales: drive sales with ambition, pro-actively seek new customers, travel to meet and present to prospective customers, monitor performance against targets, raise sales invoices, and process orders (both online and in showroom).
- Customer focus: communicate with charm and confidence, answer technical and practical queries (via email, phone and in person) and maintain strong ongoing relationships with clients.
- Showroom: take a leading role in the establishment of Shoppa's first showroom supported by the Shoppa team, manage the showroom appointments diary, ensure the showroom is well presented at all times and organise and manage events.
- Shoppa: assist and support the wider Shoppa team on an ad hoc basis with customer order management and logistics, marketing activities and administration.

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Although these will be your main responsibilities, the nature of working in an exciting and growing practice means that you will be exposed to many other aspects of the business, with a willingness to get involved and a can-do attitude essential.

Ideal Candidate:

- Enthusiasm for interior design and working knowledge of the interiors industry.
- A team player with attention to detail and strong organisation skills.
- Adaptable to changing priorities and proven experience multi-tasking.
- Working knowledge of Xero, Shopify, and Microsoft Office.
- Fluent in spoken and written English.

Company Benefits:

- Competitive salary based on experience
- Pension contribution
- Health insurance
- Generous holiday allowance
- Excellent staff facilities at our Hammersmith premises
- Discounts on our Shoppa collection

To Apply:

Please send a copy of your CV and a short cover letter expressing your interest and why you might be suitable for the position to careers@beataheuman.com.