

# BÉTON BRUT

## **SALES MANAGER**

### **ABOUT US**

Béton Brut gallery presents rare, design-led furniture from Europe and Japan. The collection, drawn from over a century of design, coheres around functional art and sculptural forms.

Founded in 2013 by design dealer Sophie Pearce, our uniquely curated collection is available for sale and hire. We work with private individuals and trade clients to collect, commission and curate pieces for their projects. We also represent contemporary designers who share our philosophy to create exclusive and often limited-edition bodies of work.

### **JOB OVERVIEW**

We are looking for a personable, commercially-minded and highly organised individual to lead our sales and client management at Béton Brut.

Reporting to the Gallery Director and working closely with a small team, the Sales Manager will be the key revenue-generator for the company. Responsible for driving new business, nurturing client relationships and ensuring sales are managed effectively from enquiry to fulfilment.

A warm and confident presence in the gallery, you will be the front face of the Company at sales events, exhibitions and client viewings, which will entail some infrequent ad hoc weekend and evening work.

We are looking for someone driven by excellent service and who thrives in a small, creative business where flexibility, dedication and commitment are essential.

The role requires someone who thrives when the pressure is on, enjoys hitting targets and takes boundless initiative. You make things happen and get things done – with passion, clarity and attention to detail.

**Job title** Sales Manager

**Salary** £34-£40k per annum according to skills/experience

**Level/Experience** Minimum 3 years in relevant sales management, account management or senior client services.

**Hours** 4.5-5 days per week

**Type** Parttime, full time or flexi-time

**Contract** Permanent

**Probation** 6 months

**Reporting to** Gallery Director & Founder/Creative Director

**Location** East London / On site at least four days per week

**Closing date** Monday 16 March, 8am

**Interviews 1<sup>st</sup> round (phone)** W/C 16 March

**Interviews 2<sup>nd</sup> round (in person)** W/C 23 March

**Start date:** ASAP

**HOW TO APPLY:** Email your CV and cover letter to: [careers@betonbrut.co.uk](mailto:careers@betonbrut.co.uk)

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## KEY REQUIREMENTS

### You have experience of:

- Sales, account or client management in the design, gallery, interiors, luxury or creative sector, with responsibility for bringing in revenue and hitting sales targets.
- Managing client relationships with care, clarity & efficient organization
- Business development and bringing in new clients
- Coordinating logistics and deliveries, ideally internationally
- Using inventory software, invoicing platforms and CRMs (e.g. Xero, Excel, Art Galleria)
- Representing a brand in-person and online
- Working as part of a small dynamic team

### You are:

- Confident, articulate and warm with clients
- Passionate about design and interiors
- Highly organised and detail-focused
- Commercially astute with a strategic sales mindset
- A proactive self-starter who enjoys solving problems and spotting opportunities
- Tech-savvy and comfortable using digital tools and databases

## KEY RESPONSIBILITIES

### SALES & FULFILMENT

- Be the main point of contact for sales enquiries across email, website, Instagram and third-party platforms
- Deliver excellent customer service, proactively responding to and pre-empting client needs
- Welcome visitors to the gallery, assist with in-person viewings and follow up to secure sales
- Maintain client relationships across trade and private clients, tracking ongoing and historical sales
- Plan and execute regular and personalized outreach to clients new and old to generate sales
- Keep a log of enquiries and sourcing lists up-to-date for use by the team
- Maintain sales logs to ensure prompt invoicing, delivery and fulfilment
- Input sales into our Stockbook, inventory software (Art Galleria) and invoice software (Xero); archive sold stock and update availability across platforms
- Call in payments promptly, process payments accurately, including by phone; tracking incoming funds and chasing outstanding payments
- Coordinate with shippers and delivery firms (UK and international), provide quotes, delivery details, customs documents and aftercare
- Prepare pieces for delivery: confirm condition, photograph and ensure packaging is appropriate to transit method.
- Prepare the gallery for client visits and ensure the space is well presented at all times
- Providing refreshments and front-of-house hospitality during appointments
- Assist team members with ad hoc tasks across logistics, sales, marketing and operations.

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## **GROWING SALES**

- Identify and contact new trade prospects, including interior designers aligned with the brand
- Maintain and grow a target list of new and existing contacts; keep CRM and master contact lists updated
- Collaborate with the Director and Marketing Manager to craft and send tailored outreach and catalogues
- Assist segmenting contacts for marketing purposes (e.g. trade, private, prop hire) and manage lists in e-news software (Campaign Monitor).
- Produce biannual sales reports with data from Xero to identify sales trends and advise on stock gaps
- Suggest process and system improvements for sales and fulfilment, including inventory and CRM tools
- Work with Director and designer to develop sustainable, branded packaging solutions
- Engage with existing and potential clients via social media, especially Instagram
- Attend relevant events, dinners and private views to network with new and existing clients
- Follow aesthetic trends, peer dealers and auctions to inform sourcing suggestions
- Track competitor activity and develop strategies to ensure Béton Brut's offering is differentiated
- Support the planning and execution of gallery events, open days, and networking occasions for trade clients