

ARCOVE

BY ISABELLA WORSLEY

Sales and Trade Relations Coordinator

Arcove London is a young, design-led interiors brand with a growing collection of fabrics, wallpaper, cushions, lampshades and accessories. We are looking for an energetic, polished and naturally organised Sales and Trade Relations Executive to help take the brand to its next stage of growth. This is a great opportunity for a commercially minded salesperson who wants to be part of building something special.

The opportunity

This is not a narrow sales role. You will be central to how Arcove is introduced to designers, decorators, showrooms and trade partners in the UK and internationally. You will build lasting relationships, help projects move from first enquiry through to order, spot opportunities and bring a sharp commercial eye to a small, ambitious team.

You will work closely with Isabella and Arcove's Head of Operations, with real exposure to the creative, commercial and operational sides of a growing brand. For the right person, there is genuine scope to make the role their own and grow with the company - across sales, key accounts, international representation, launches and future collections.

Role Requirements

- Build thoughtful, long-term relationships with interior designers, decorators, showrooms, retailers and trade partners.
- Respond to retail and trade enquiries with warmth, speed and excellent product knowledge, ensuring every customer experience feels considered and personal.
- Proactively identify new clients and opportunities through outreach, market research, appointments and on-the-road visits.
- Guide designers from initial enquiry through sampling, specification, quotation and order, following up intelligently and consistently.
- Keep our client database, sales pipeline and follow-up activity accurate, useful and beautifully organised.
- Support trade presentations, showroom appointments, events, fairs and product launches, with occasional travel in the UK, Europe and USA.
- Work with Operations to keep orders, stock information, invoicing, made-to-order requests and warehouse communication running smoothly.
- Track sales activity and customer behaviour, helping to identify promising territories, accounts and product opportunities.

- Bring feedback from the market into conversations around collections, collaborations, product development and brand growth.
- Help shape practical sales processes as the business grows - with a balance of initiative, common sense and attention to detail.

Skills

You are bright, switched-on and genuinely excited by interiors. You enjoy meeting people, notice the details and have the confidence to follow a conversation through. You are as happy building a relationship with a design studio as you are updating a spreadsheet, solving a delivery question or packing for an event.

- Proven experience in sales, client relations, account management or business development - ideally in interiors, design, luxury lifestyle or a product-led brand.
- A warm, articulate communication style in person, on the phone and in writing.
- Commercial instinct and the energy to seek out new opportunities rather than wait for them to arrive.
- Strong organisation, follow-through and meticulous attention to detail across several live conversations at once.
- Proficiency using Excel and customer or sales-tracking systems; CRM experience is helpful, but training will be provided for the system we specifically use
- A collaborative, can-do approach - comfortable working in a fast-moving small team where no two days are quite the same.
- Willingness to travel occasionally, both in the UK and abroad

Why Arcove

Arcove is at an exciting point in its story: the foundations are in place, the collection is growing and there is real appetite for the brand. You will join a close, supportive team with high standards, a clear point of view and the freedom to contribute ideas. We want someone who sees the potential in an early-stage business and is excited by the chance to help it grow, while growing their own career with it.

Details

Position: Full-time, Monday to Friday

Location: Studio 50, Pall Mall Deposit, 124-128 Barlby Road, London W10 6BL

Salary: Competitive, dependent on experience

To apply

Please send your CV and a short note explaining why you'd like to join Arcove as our Sales and Trade Relations Coordinator. Tell us what you'd bring to building relationships with designers, supporting our customers and helping shape the way we work as Arcove grows.