

BIRDIE FORTESCUE

Trade Sales Coordinator

Location: Hybrid

Hours: Part-time, 24 hours per week

Salary: £30,000–£35,000 full-time equivalent, pro rata

Reports to: Trade Account Manager

Join the Birdie Fortescue Team

Birdie Fortescue is a design-led home interiors brand known for its refined aesthetic and curated collections that balance timeless design with contemporary style. As our business continues to grow we're looking for a proactive and commercially minded Trade Sales Coordinator to help develop and grow our trade business across the UK and US markets.

Working closely with the Trade Account Manager, you will develop relationships with new and existing trade customers, manage sales opportunities and help convert enquiries into orders. You will identify prospective customers, projects and partnerships within the UK and US interiors markets, supporting the continued growth of the Birdie Fortescue Trade Programme.

You will also help strengthen relationships with our US sales partners and multiline showrooms, ensuring they receive timely product, brand and commercial information.

Key responsibilities

- Support the Trade Account Manager with quotations, draft orders and proactive follow-up to help convert sales opportunities.
- Onboard new UK and US trade customers and build strong relationships that encourage repeat business and account growth.
- Manage the sales pipeline and maintain accurate customer and activity records within CRM and spreadsheet systems.
- Research the UK and US interiors markets to identify prospective customers, projects and partnership opportunities.
- Support US multiline showrooms and sales partners with relevant product, brand and commercial information.
- Contribute to sales reporting, trade marketing, lead-generation activity and industry events, always representing Birdie Fortescue's premium brand values.

About you

You will have:

- Experience in a customer-facing sales or account coordination role.
- Excellent written and verbal communication skills.
- Strong organisational skills with great attention to detail.
- A proactive, commercial approach and confidence following up sales opportunities.
- The ability to manage multiple priorities and work collaboratively across teams.
- Experience within interiors, furniture or luxury retail/trade would be an advantage.
- Confidence using CRM systems, spreadsheets and sales data.
- A genuine interest in interiors, design and building long-term customer relationships.

Experience within interiors, furniture, luxury retail or the trade market would be an advantage. Experience supporting international customers, particularly within the US market, would also be beneficial but is not essential.

What we offer

- Competitive salary (£30,000–£35,000 pro rata)
- 25 days' holiday (pro rata)
- Company pension scheme
- Generous staff discount
- Hybrid working
- Opportunities for career development within a growing design-led business

To apply, please send your CV and a short covering letter to lucy@birdiefortescue.co.uk explaining why you would be a good fit for Birdie Fortescue.