



The Lacquer Company produces the finest lacquer furniture and accessories, handmade by skilled craftsmen in Saigon (Ho Chi Minh City) and sold worldwide. The company is based in London, although most sales come from the US. Clients are primarily high end residential interior designers and wholesale partners and there is an increasing retail client base. The company focuses on excellent design, faultless product and immaculate customer service and is seeking an excellent candidate to join the London team in a diverse and exciting position. The role would suit an independent and self-directed candidate and we are looking for an ambitious, organised and energetic individual who wants to be part of a rapidly growing and well-respected business.

www.thelacquercompany.com

Business Development Manager

The Business Development Manager will be responsible for driving new business, managing projects, nurturing current client relationships and supporting the company's founder, James Lowther, in the day to day running of The Lacquer Company. This is an essential role and will require meticulous organisation, strong administration skills and excellent self-direction. As the CEO is often required to travel to Vietnam or the US, you must be able to act as his proxy and he needs confidence in your support. You will need to be comfortable working on numerous tasks/projects and proactively manage both your workload and assisting the CEO.

Detailed information on role and responsibility is provided below:

Key Responsibilities:

- Managing projects for new collaborations with interior designers, as well as various hospitality and wholesale opportunities
- Converting leads into sales
- Maintaining relationships with new and existing key trade accounts
- Working with the Marketing team to ensure clients are kept up to date with the brand including promoting new collections
- Collaborating with the team on events, Marketing & PR, newsletters and sales initiatives
- Directly supporting the CEO with day-to-day administration
- Managing timelines for new collections and general production
- Acting as liaison between the London, New York and Saigon offices
- Managing and updating client databases and developing CRM
- Managing new product development projects, ensuring reminders are sent and timelines observed
- Organise team building events
- Being a face of The Lacquer company as the CEO's proxy and front of house, making sure that the company is well represented to visitors, suppliers and clients
- To be a dependable and upbeat lynch pin within the company, approachable to the UK, US and Vietnam teams, liaising with and uniting the team



Skills and Experience:

- A friendly, dynamic and enthusiastic individual with a can-do attitude and excellent eye for detail
- Excellent organisational skills – able to self-motivate, multitask and time manage in an organised and logical manner
- 3+ years' experience in a similar role (the Interiors industry is preferred)
- Proficient and intuitive knowledge of computers, especially MS Office (Outlook, PowerPoint, Word and Excel)
- Exceptional presentation and communication skills (both written and verbal)
- Experience in working alongside a team and motivating colleagues with diplomacy
- Excellent command of English – both verbal and written
- Willingness to learn and grow within the company
- An interest in design or interiors is desirable but not essential

What we offer:

- Competitive salary, plus bonuses / commission
- A dynamic, professional and fun working environment
- Regular team building events
- Private medical insurance
- Company pension
- Staff discount
- 25 days holiday per year, plus time off between Christmas and New Year, and an additional half a day each month for personal time

HOURS: Full-time (37.5 hours/week) Monday to Friday. Daily hours are 9.30am-5.30pm with some flexibility depending on CEO's travel location. He travels frequently to Saigon and New York and so a small amount of flexibility will be required while he is away to optimise responsiveness (9am-5pm and 10am-6pm occasionally).

- The Showroom is situated on the Pimlico Road in Belgravia
- Working from home is possible at least one day per week
- Occasional travel to the US or Vietnam office may be required

Please send your CV to:
Email: showroom@thelacquercompany.com