

COACH HOUSE

Job Title: Ecommerce Supply Assistant

Salary: Competitive Salary

Job Type: Full Time based at Coach House HQ – Lancashire

Hours of work: 10.00am till 5.00pm, Monday to Friday, 32 ½ hours per week

We are the UK's largest wholesaler of furniture and design led accessories and we are looking for an experienced Ecommerce Supply Assistant, under the management of the Sales Director and Ecommerce Business Development Executive. This position will consist of undertaking the administrative aspect of customer digital presence management with a view to developing the ecommerce customer account base and keeping our systems updated with the latest digital presence information relating to existing accounts and their associated ecommerce and social media presence and content. This role also includes day-to-day communication with B2B customers.

Key Tasks:

- Customer account information maintenance.
- Customer account digital presence assessment and reporting.
- Updating systems dependent on reports/information shared by the Ecommerce Business Development Executive.
- Providing information and assisting customers with regards to the ecommerce supply aspect and associated digital platforms.
- Regular reviews of the ecommerce account base.
- Additional responsibility – additional administrative assistance where required.

Essential Skills:

- Demonstrate an excellent command of the English language, both in verbal and written communication.
- Experience of working in a busy B2B customer service environment.
- Possess a high level of attention to detail.
- Be highly organised with time management and prioritisation skills.
- Able to work well under pressure and have the ability to act pro-actively and intuitively.
- Ability to work independently, remaining focused and motivated.
- Strong interpersonal skills.

To apply for this role please send CV and covering letter to HR@coachhouse.com