

French cosmetic company expanding to the UK is looking for an **Office Manager/Sales Coordinator**. You will be supporting the Business Unit Manager in the UK and will have the overall responsibility to ensure the smooth running of the office.

Office based in Central London.

ROLE:

Office Administration

- Ordering stationery, office equipment and furniture
- Organizing office maintenance and repair
- Secretarial responsibilities (phone, letters, bills and invoices)
- Arranging travel, meetings and appointments
- Reviewing and updating the company's health and safety policy, and arranging checks if needed

Accounting/Finance/HR

- In charge of Cash collection /Debt recovery (along with outsourced partners)
- Analytic codification of each purchases invoices and transmission every week to accounting department. In charge of end of month accruals follow up
- Implementation and use of Order Forms / Follow up of all invoices
- Payment in due time of all purchases invoices and control of company bank account
- Checking of monthly closing information/files and financial reporting
- Following up in collaboration with accounting department, payroll paperwork and HR forms (sick leave, vacations...)

Customer Relationship Management

- Processing orders and liaising with the logistic department
- Establishing, managing and growing customer relationships (understanding of needs, apply best practices/procedure to improve customer satisfaction)
- Customers claims management

Sales and Marketing

- Canvassing prospects and qualifying potential clients and making appointments for Sales Executives
- Liaising with sales team and suppliers to produce marketing tools : brochures, posters, displays, etc.
- Organizing events such as tradeshow, training days for clients, etc.

PROFILE:

- Fluent French and English
- Strong organizational skills, attention to detail and ability to multi task
- First experience in the UK, ideally in a similar role
- Ability to work in a small team
- Confident with IT and the basic office software packages (Word, Excel, PowerPoint etc)
- Good knowledge of general accounting and financial monitoring (Clients' invoice recovery)
- Technical skills in Sales administration (orders, payment), Cash collection, and Reporting (sell in, sales out, commercial analysis, statistics)
- Commercial and marketing sensibility
- Quick learner, adaptable, flexible and reliable

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- Strong problems solving skills and ability to seek help from management when necessary
- Strong interpersonal skills with ability to effectively interact with management and team members
- Confidence, common sense, loyalty

SALARY:

Between £25 000 and £30 000/pa according to skills and experience + benefits