

High-end furniture store based in Central London is looking for a **French speaking Commercial Assistant**. You will be responsible of the administrative management of the sales process for the U.K. The Commercial Assistant will have daily contacts with the sales team to provide them support and make sure the order book is accurate at all time. At month-end you will be responsible for the calculation and declaration of the turnover to the headquarters in France. You will also assist the team with VAT refunds as well as other daily administrative and accounting tasks.

The commercial Assistant will also liaise with the Administration, Finance and Logistics teams on a regular basis, and occasionally with clients on complex administrative matters.

ROLE OF THE COMMERCIAL ASSISTANT:

- Ensuring that clients' orders are accurately entered in the sales software :
 - Verify that the clients details are fully and correctly filled
 - Check prices and delivery charges
 - Liaise with sales persons, Logistics and Managers when necessary
- Preparing monthly U.K turnover for publication to the head office
- Preparing data reporting: highlighting and isolating orders that require specific attention from management (low or absence of deposit, high discount, cancellations, etc)
- Preparing monthly performance reports for each branch and salesperson
- Following up the customer portfolio
- Providing the Sales team with technical support on the internal sales software
- Updating/ amending orders when required by the Sales team and authorised by the Administration and/or the Commercial Manager
- Following up and updating client receipts, including credit control and missing payments,
- Verifying bank payments
- Assisting in accounting entries and completing a bank reconciliation for the clients' accounts
- Following up intercompany sales within group worldwide
- Assisting in export sales and issuing relevant export documentation where required
- Coordinating and completing VAT refunds and liaising with shipping companies for export documentation
- Preparing commercial invoices and statements
- General ad-hoc administration duties (ex. ordering office supplies)
- Dealing with the insurance claims of the network

PROFILE:

- Fluent in English and in English
- Previous experience in sales and office administration
- Rigorous with high attention to details and accuracy
- Highly organised, able to prioritise and to meet short deadlines
- Excellent communication skills, strong team player
- Ability to work independently as well as in a team
- Excellent Microsoft Office skills (Outlook, Word, Excel)
- Knowledge of SAGE would be a plus
- Experience in retail desirable but not essential

SALARY:

- Between £25k and £30k/y
- 2 to 3 days WFH/week
- 40 hours a week (9AM to 6PM with one hour lunch break, Monday to Friday)