

Online Sales Executive

Online Retail of Sustainable Furniture

Would you like to manage a new online shop for sustainable furniture?

We are disrupting the office furniture industry by selling office furniture with 80% less environmental impact and half the cost of furniture made from virgin resources. We are now establishing an on-line store and are looking for someone to lead this dynamic part of our business.

About the Company:

Our ambition is to become a global furniture company that is more profitable than incumbents thanks to our circular economy business model that is creating positive impact on the world.

We have a talented design team creating wonderful offices which incorporate our remanufactured office furniture. Now we are looking to complement our design and furnish offering with an online shop for direct furniture sales.

For more information about Rype Office please visit our website: www.rypeoffice.com

Position:

We are looking for an E-Commerce Salesperson who can set up and manage our online retail shop function and associated activities and relationships. As this business grows you will have promotion opportunities within our fast-growing company.

We have a range of channels to drive traffic to our online store, which we will continue to build with your help.

Key responsibilities include:

- Web management of store
- Liaising with suppliers
- Listing products and tracking of sales all the way through to preparing orders and dispatch
- Dealing with customer enquiries both online and via telephone
- Taking payments
- Managing returns
- Liaising with colleagues internally for detailed product information and pricing
- Tracking and reporting sales

Attributes (you must have all of these):

- Experience setting up and running an online shop.
- Passion for creating a more sustainable world
- Strong customer service ethic
- Outgoing and friendly
- Good interpersonal skills
- Excellent written English
- Attention to detail
- Entrepreneurial
- Enthusiasm and aptitude for working in a fast-paced environment

- Self-directed, able to work independently
- Interest in furniture
- Proficient in MS Office and Wordpress
- Well organised, able to multi-task using a structured approach to deliver on every promise

Candidates with the following experience will be given priority, although these are not essential:

- Experience dealing directly with customers (e.g. working in retail)
- Inventory management experience
- Experience in the furniture sector

Location:

You will be based at Rype Office's premises at Park Royal in West London.

Package:

Your salary will be around £22,000 to £28,000 depending on experience.

To Apply:

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to kate@rypeoffice.com.

Image: The multi-award-winning Public Health Wales headquarters in Cardiff, designed and furnished by Rype Office. 94% of the furniture is remanufactured.

