

Business Manager

Online B2B Sales of Sustainable Furniture

Would you like to manage a new business selling sustainable office furniture to Architects and Designers?

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 targeting Architects and Designers 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 successful 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, which we provide direct to customers. Now we are looking to sell via Architects and Designers by creating and marketing an online store.

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

Position:

We are looking for someone to set up and manage all aspects of this new business, from sourcing to marketing to sales to fulfilment.

This is a hands-on role where you will be learning the business from the ground up, including liaising with suppliers, entering furniture details on the web pages of the store, updating listings, leading marketing efforts, commissioning improvements to the functionality of the online store, answering calls from clients and arranging delivery logistics. This experience will enable you to shape the business to meet the needs of customers and streamline our supply chain.

You will need the ability to liaise with all colleagues (in sales, marketing, logistics, etc) to ensure that we are always delivering the best service to customers and ensuring that our marketing works for all channels.

This is a truly entrepreneurial role where you will be rapidly building and refining the business, with the freedom to shape the business to respond to what we learn about the market and to create competitive advantage. As the business grows, additional staff will be recruited to build out your team.

We have a range of marketing initiatives and 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
- Invoicing/Taking payments
- Managing returns
- Liaising with colleagues internally for detailed product information and pricing
- Tracking and reporting sales
- Marketing (with the assistance of the Head of Marketing and the Managing Director)
- Improvement of the business

Attributes (you must have all of these):

- Passion for creating a more sustainable world
- Strong customer service ethic
- Able to rapidly learn new skills
- 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 package will be market competitive and can include equity in Rype Office.

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.

