



NOT YOUR EVERY DAY  
FURNITURE HIRE



## ACCOUNT EXECUTIVE

Every day is unique at Not Your Every Day, so you'll need to be flexible, have a can-do attitude and a willingness to learn. You'll work as part of the sales team and support them to manage our high-end clients within the fast-paced events industry, you'll create quotations, support with office based tasks and get involved in some fun ad hoc projects along the way with plenty of opportunity thrown in.

### RESPONSIBILITIES

- WORK AS PART OF THE SALES TEAM, FOCUSING ON GENERATING AND DELIVERING ACCURATE AND TIMELY QUOTATIONS TO EXISTING AND PROSPECTIVE CLIENTS.
- OPERATE AND UPDATE OUR RENTAL SYSTEM EFFECTIVELY.
- UNDERSTAND OUR PRODUCTS AND CLIENT BASE.
- SUPPORT WITH DIVERSE ADMINISTRATIVE TASKS ACROSS THE OFFICE TEAM IN A TIMELY FASHION.
- ATTEND EVENTS WHEN REQUIRED.
- SUPPORT THE OFFICE TEAM WITH INVOICING, RAMS AND SCHEDULING.
- SUPPORT WITH ADHOC TASKS ACROSS THE BUSINESS AS NEEDED.

### KEY SKILLS REQUIRED

- HIGHLY ORGANISED
- COMPUTER LITERATE
- STRONG COMMUNICATION SKILLS
- QUALITY-DRIVEN MINDSET
- ATTENTION TO DETAIL
- EFFECTIVE TIME MANAGEMENT
- PROACTIVE APPROACH TO PROBLEM-SOLVING AND TASK EXECUTION.
- POSITIVE MINDSET

### ADDITIONAL OPTIONAL SKILLS

- DESIGN EYE
- CUSTOMER SERVICE EXPERIENCE
- CONTENT CREATION

### APPLY NOW

If you have a passion for design, and excellent customer service comes naturally to you, let us know by giving us a call or dropping us an email.



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