RL - Visual Merchandising Project Co-ordinator

**Placement:** RL - Visual Merchandising Project Co-ordinator

**Placement Location:** Leicestershire

**Application Deadline:** 15th July 2018

**Vacancy Description**

**Start Date:** July / August 2018  
**Duration:** 5-6 months

**The Host Company**

The host company supports a number of Global Cosmetic Brands with their visual merchandising requirements from design, to manufacture and installation. The Project Co-ordinator will work with the Head of Design acting as the central day to day contact for clients. Working as part of a team you will ensure the client is fully informed of their work and its progress.

**Key Responsibilities and Accountabilities**

- Respond to incoming customer enquiries ensuring they are professionally managed by both telephone and by email.
- Conduct a daily review of the query and activity workload to ensure activities are given the correct priority and actions
- Manage product stock levels ensuring incoming and ‘sent out’ stock is correctly accounted for
- Produce Project Plans
- Produce Quotes for new projects using pre-existing quoting templates
- Track project progress proactively updating clients on their work
- Track project costs to enable a profitability report to be produced
- Produce timely invoices to ensure all related work is correctly processed
- When issues are identified proactively work with suppliers and internal teams to resolve them
- Attend client meetings as and when required documenting actions and their progress
- Take meeting minutes
- Undertake other duties as directed by a Director.

**Key Performance Indicators**

- Client Satisfaction
- Projects delivered on time and to standard
- Project Revenue & profitability
- Accurate Invoicing

Interested candidates contact to: jspp@emc-dnl.co.uk or register in our website: www.ispo.co.uk