



PRIVATE AND CONFIDENTIAL
February 2017

FULL TIME POSITION

IROCO Design is looking for a graduate of architecture or interior design or a related field, to join the launch of IROCO Design's global online design destination for professional buyers - interior designer, architects, hotels, food and beverage, hospitals, schools etc – a design resource encompassing 40+ European brands and bridging the gap between brand and supplier.

IROCO Design Ltd will offer employment under the following terms and conditions:

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|-----------------|---|
| 1. Title | Business Development Executive |
| 2. Term | FULL TIME |
| 3. Start Date | As soon as possible |
| 4. Reporting to | Sonia Jackson – CEO & Co Founder |
| 5. Location | 2F Wing Sum Building, 12-14 Sam Chuk Street, East Kowloon |

Sonia Jackson
CEO & Co-Founder
IROCO Design Ltd

Objectives and Conditions

1. Managing Contract Clients

- Liaise with professional buyers (architects, interior designers, hotels) on all order enquiries
- Follow up on enquiries to convert to sales
- Ensure clients have full product knowledge and information
- Ensure the order process is an efficient and effective door-to-door service

2. Sales

- Visit clients to present IROCO Design's offer as and when necessary
- Search out new and potential clients
- Follow market trends and design and keep ahead of global trends

3. Supplier Management

- liaise with European and other suppliers as and when necessary
- ensure full marketing materials are available from suppliers for promotional use as necessary
- follow up on logistics process
- build relationship with client and keep informed of order status

4. PR and marketing

- Ensure appropriate images are available for all promotable products
- Support PR in roll out of PR campaign
- Liaise with journalists as and when necessary
- support marketing in roll out of marketing campaign

5. Admin

- any administration as and when required
- Client visits to office – ensure that all aspects of clients visit are appropriately taken care of

Application

Please send application to soniajackson@irocodesign.com as soon as possible.