

## **Business Development & Administrative Coordinator**

Central London Showroom

£35,000 p.a. plus commission (OTE £45,000 – £55,000)

Blüthner Pianos are seeking a proactive and versatile Business Development & Administrative Coordinator. This role is ideal for someone who can balance retail sales and business development while assisting with administrative tasks. In addition to retail activities at our central London showroom the focus will be on expanding various aspects of the business such as building relationships with Private Members Clubs, piano competitions and festivals as well as business partners and educational establishments.

### **Key Responsibilities:**

#### **Business Development:**

- Retail sales of new and pre-owned pianos – meet sales targets and actively promoting our services.
- Assist in the growth of the educational division, including partnerships with universities, private school, festivals, and concert organizers.
- Identify and pursue new opportunities for growth, particularly in the piano competition and festival sectors.
- Help establish, grow, and maintain strong relationships with Private Members Clubs, business partners and Educational Establishments to foster brand presence and collaboration.
- Represent the brand at relevant events and conferences to promote business expansion.

#### **Administrative Support:**

- Assist in managing day-to-day administrative tasks including managing correspondence, scheduling appointments and maintaining accurate records.
- Prepare and process documentation for services, repairs, and business-related paperwork in a timely manner.
- Provide operational support ensuring smooth day-to-day running of the showroom.

#### **Customer Relations:**

- Build and maintain strong relationships with key partners in education, the event sectors and Private Members Clubs.
- Deliver a high level of customer service, ensuring a professional and approachable demeanor at all times.

**You Will Have:**

- Ability to proactively sell in a premium retail environment
- Strong business acumen with an interest in business development and growth strategies
- Exceptional administrative and organizational skills with high attention to detail
- Excellent computer literacy and numerical skills
- Strong communication and interpersonal skills
- Self-motivation with the ability to work independently and as part of a small team
- A passion for music, education, and business development
- Basic piano playing skills desirable

Please apply by emailing your CV and a covering letter detailing your experience and confirming your right to work in the UK to Thomas Neubauer on [tneubauer@bluethner.de](mailto:tneubauer@bluethner.de)

Closing date for applications: **Friday 11 October 2024**

First interviews will be held via video conference. Short-listed candidates will be invited for a second interview at our London showroom.

Please note we will only contact suitable candidates.

For more information please visit [www.bluthner.co.uk](http://www.bluthner.co.uk)