

**SHOWROOM SALES  
NEW YORK, NY**

DESCRIPTION:

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Works within the New York Showroom, assisting the sales team in achieving their objectives.

**Position Type:** Full Time (40 hrs per week)

**Work Hours:** Monday to Saturday · 10:00AM - 6:00PM

**Report to:** Showroom Manager & Sales Director

RESPONSIBILITIES:

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- Assist with daily showroom operations
- Assisting clients in the showroom as well as providing superior customer service via phone and email
- Enter quotes and orders for showroom clients
- Follow up on quotes and deliveries for clients in regards to projects, orders and general inquiries
- Research potential client leads
- Maintain database; entering new client information into database for mailings and e-blasts
- Assist with completion of long-term showroom projects
- Field sales calls, acting as the liaison between sales people and clients

MARKETING & MERCHANDISING:

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- Help organize events & be available and flexible for after-hour events
- Maintaining the overall presentation of the showroom
- Help implement new window displays
- Handle transfers for catalogs and marketing material from ordering to closing deliveries
- Manage & organize inventory (stock & supplies) within the showroom
- Prepare marketing material for clients handling and mailing purposes
- Coordinate mailings of catalogs

SHOWROOM MAINTENANCE & ADMINISTRATIVE TASKS:

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- Make sure all bulbs are working and manage bulb stock
- Responsible for Quill orders
- Petty cash reconciliation
- Process claims, returns and exchanges for showroom clients, including paperwork and shipping
- Responsible for shipping repairs to warehouse (when required), including managing the related paperwork

LOGISTICS:

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- Receiving and shipping orders to clients
- Coordinate UPS deliveries
- Mail

SKILLS/QUALIFICATIONS:

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- Self motivated, self directed, and committed to achieving goals
- Excellent attention to detail in both administrative and merchandising duties
- Respectful of brand image
- Strong communication skills, both verbal and written, customer service skills and the ability to prioritize while handling multiple tasks is required.
- Ability to work in a fast-paced, changing environment
- Ability to use basic Office and Outlook programs.
- Previous experience or serious interest in design is an advantage
- Experience in high-end retail sales is a benefit