



Showroom Coordinator

We are currently looking for a dynamic and outgoing individual that will help create and foster a unique boutique experience for our valued customers, as well as provide administrative support to our design/sales team and upper management.

Job Functions Include:

- Phone reception and first point of communication with Valet
- Greet guests in showroom, introduce them to Valet's products and services
- Process new leads and distribute to designers/sales team
- Maintain general tidiness of showroom and displays
- Assist with administrative tasks as needed

Required Skills:

- Upbeat, outgoing and friendly personality
- Strong verbal and written communications aptitude
- Highly organized and task oriented
- A self-starter
- Proficient in Microsoft Office and Google Sheets
- Working familiarity with social media applications such as Facebook, Yelp and Houzz
- Passion / interest in luxury home products and/or interior design is a plus

Work Hours:

- Tuesday – Saturday 9:30am – 5:00pm

All qualified candidates are asked to submit a **RESUME** with a **COVER LETTER** detailing why you're the best candidate for the position. Local candidates only.