



SHOWROOM COORDINATOR-Danville Location

Valet Custom Cabinets & Closets is a locally owned business that designs, manufactures and installs custom cabinetry and closets for the residential market. We focus on exception design, expert craftsmanship and delivering our services with 5-Star execution.

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 people
- Maintain general tidiness of showroom and displays
- Assist with administrative tasks as needed

Requisite Skills:

- Upbeat, outgoing and friendly personality
- Strong verbal and written communications aptitude
- Highly organized and task oriented
- A self-starter
- Proficient in Microsoft Office, Google Sheets, CRM data bases
- 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

Compensation:

- \$18-20 per hour

Please include in your cover letter how you would be best fit for this position. Local applicants only.