



Showroom Coordinator & Administrative Assistant

We are currently looking for a dynamic and outgoing individual that will help create and foster a unique boutique experience for our valued customers in addition to providing administrative support to our design and management teams.

ESSENTIAL DUTIES

- Answering phones
- Greet guests in showroom
- Educate customers on Valet's products and services
- Process new leads and distribute to sales team
- Maintain the tidiness of the showroom including displays
- Administrative tasks including supply orders, creating templates and pulling data

REQUIREMENTS

- Self-motivated and ability to multi-task
- Excellent written and verbal communication skills
- A self-starter
- Strong computer skills – Excel, Word, Outlook, Google Suite
- Passion for luxury products and/or interior design a plus

LOCATION, HOURS & SALARY:

- Danville Facility
- Tuesday – Saturday 9:45 a.m. to 5:15 p.m.
- \$19-21/hour – Substantial Full-Time

Valet is a locally owned company that has built a reputation on delivering solutions that are **exceptionally designed, uniquely styled, and expertly crafted**. We have been a Bay Area leader in custom home organization for over 40 years and pride ourselves on delivering an unmatched level of service and quality to our clients each and every day. Please visit us at www.valetcustom.com

All qualified candidates are asked to submit a resume with a cover letter detailing what excites you most about this position and why you would be an asset to our company.