



**Design, Administration and Sales Support for High-End To-The-Trade
Showroom in Needham, MA**

**Products include broadloom (custom as well as existing), Area Rugs and
Fabric**

**Salary Range: \$30,000-\$35,000 with future commission opportunities
Benefits include medical, dental, paid time off and retirement savings**

View showroom at: <http://kpowers.com/carpetshowroommain.html>

Position Summary:

This position is an exciting role with lots of accountability and control and is responsible for supporting the showroom in achieving its goals. This position is an entry level role that blends a combination of administrative, sales support and beginning design consultation responsibilities. Understanding of the principals of design and color, along with the ability to display strong attention to detail, exceptional customer service and the ability to ensure all sales and administrative functions run efficiently is needed. This position allows the individual to work predominantly with designers and high-end homeowners.

**Interested? Please send your resume, cover letter and salary
expectations to Dawn at dawn@synergymanagementassociates.com.**

Responsibilities:

- 1. Manage and administer all sales support transactions including client follow-up, ordering and tracking and reporting and sales administration.**
2. Demonstrates strong attention to detail, strong organizational skills and excellent client relationship development knowledge.
3. Develops new and ongoing relationships in support of the sales staff while learning the intricate world of high-end floor coverings, rugs and custom design.
- 4. Screens incoming calls and correspondence and responds independently to designers when possible.**

5. **Communicates both in-person and on the phone with clients, sales staff and vendors and has the core responsibility to welcome clients into the showroom and ensure they are quickly serviced by the design staff.**
6. Excellent communication skills are required.
7. **Generates reports, tracks orders, issues and resolutions to ensure the highest level of client satisfaction.**
8. **Processes all necessary paperwork and order forms to ensure product is correctly received and then installed or delivered to the client.**
9. Arranges programs or events, issues information or invitations and coordinates entire events.
10. Previous **experience in working with designers, architects and high-end clientele** is preferred but we are also willing to train the right candidate.
11. Must be able **to work independently and have a desire to create synergy** within the showroom sales team.