

# About Jonathan Adler

Jonathan Adler is a design company dedicated to bringing Modern American Glamour to our customers' lives.

Our work environment reflects Jonathan's personality and the products he creates—inspiring and fun. Our commitment to outstanding design, impeccable materials, and unparalleled craftsmanship is at the core of everything we do—from our Soho headquarters to all of our stores. We offer a wide range of career opportunities, and are always seeking passionate, like-minded individuals to bring Jonathan's mission to life.

We are an Equal Opportunity Employer M/D/F/V

## Current Openings- Sales Supervisor position:

To apply, please send resumé and cover letter to the email address listed below and indicate the position for which you are applying.

- Biltmore ([careers@jonathanadler.com](mailto:careers@jonathanadler.com))

**Jonathan Adler** is a home furnishings and design company dedicated to bringing style, craft and joy to our Clients' lives.

Our store culture is built upon excellence on all levels: excellence in selling, excellence in Client Service, excellence in store presentation- these are just a few of the characteristics of a successful store.

We foster an energetic, creative and fun working environment, as these descriptors reflect the product we sell and the personality of Jonathan himself. We are passionate about the craft behind our products and the story behind each item and are committed to sharing the story with our clients.

## Job Purpose:

A Sales Supervisor is responsible for assisting store management in opening and closing procedures, cash handling, bank deposits and Daily business recaps. Additionally, like all members of the team, they are responsible for driving business through excellence in selling, customer service, clienteling and general store functioning.

## Essential Functions:

- Perform store opening and closing duties
- Daily bank deposits
- Write daily business recaps
- Welcome every Client that enters the store.
- Master product knowledge and brand design inspiration—tell our story.
- Uphold best in class service and selling standards.
- Establish lasting Client relationships through thorough outreach and follow up; including in home design consultations.
- Grow client and designer base.
- Partner with the store team to execute, achieve and exceed the goals of the store.
- Accurately execute operational tasks such as ringing sales, receiving stock, shipping merchandise and maintaining the look of the showroom
- Participate in special store functions as directed by the store leader; such as floor sets, client events, store meetings and physical inventory

## Essential Skill Requirements

- Proven ability to deliver excellent Client Service while delivering sales goals
- Ability to articulately tell the story of the brand through product knowledge and brand design inspiration
- Willingness to follow direction and work as part of a team
- Ability to problem solve—anticipate challenges, ask questions and react accordingly
- Proficiency at multi-tasking, prioritizing and organizing

### **Essential Physical Requirements:**

- Ability to process information and merchandise through computer system and POS register system.
- Ability to communicate with associates and clients.
- Ability to read, count and write to accurately complete all documentation.
- Ability to freely access all areas of the store including selling floor, stock area, and register area.
- Ability to operate and use all equipment necessary to run the store.
- Ability to climb ladders.
- Ability to move merchandise through the store generally weighing 0-50 pounds.
- Ability to work varied hours/days to oversee store operations.

### **Qualifications**

- 2–3 years of retail client service and sales experience, preferably in interiors/home furnishings
- Contemporary sense of style and culture
- Microsoft Windows proficiency, especially Word and Excel
- Strong contacts in and knowledge of the local interior design community is preferred

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### **To Apply**

- Submit your resume & salary requirement to: [careers@jonathanadler.com](mailto:careers@jonathanadler.com)
- Reference the position title in the subject line of your email message.