

## Intern Job Description

At Closet and Storage Concepts Arizona, we design and build custom designed storage solutions for our clients. This includes custom designed closets, home offices, garage cabinets, Murphy beds, mudrooms, and many other areas. We are seeking a part time person to work in our showroom located in the Scottsdale Design Center.

### Job Duties:

- Work 2 to 3 days a week. We can be flexible on the days but 2 to 3 Saturdays a month would be required.
- Work with walk in clients to explain product & services
- Book appointments
- Work with our design software to create closet designs (training will be provided)
- Create reports as needed
- Help with administrative work

### Required Skills:

- Excellent people skills
- Sales or customer service experience is helpful
- Enthusiastic attitude
- Self-motivated
- Gracious and thoughtful to others
- Assertive but not high-pressured
- Proficient in excel (must be able to create spreadsheets and charts)
- Design background a plus
- CAD knowledge a plus

Please email resume to <mailto:mldunnycsc@gmail.com>