

Pindler, Inc.

Fabric Showroom Assistant - Full Time (Scottsdale Design District)

General Summary

Under the supervision of the Showroom Manager, the assistant will aid the manager in all aspects of maintaining the showroom. Design related experience required.

Principal Duties & Responsibilities

- Greet designers in showroom
- Sell product
- Assist customers in selecting fabrics for design projects
- Familiarize the customer with the showroom, new product and closeouts
- Assist outside sales representatives with customer requests
- Solve customer problems or answer questions regarding orders
- Answer telephones
- Process fabric orders
- Check out/log and fill sample requests
- Maintain sample equipment
- Pull dropped fabric and re-work wings according to corporate direction
- Electronic correspondence with corporate office and showrooms
- Maintain front desk office supplies.
- Maintain an orderly showroom appearance

General Working Conditions

- Reports to showroom manager
- Must maintain an organized and well planned environment
- Requires good communication skills and a positive attitude.
- Professional appearance. Business casual (no blue jeans or tennis shoes)
- Ability to multi-task.
- Lifting required - up to 25lbs.

Hours: Monday - Friday 8:30 am to 5:00 pm (no evenings or weekends)

- Compensation: Hourly rate + Benefits package

Contact

Jodi Watters / Showroom Manager

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