

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "sees it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Houston Showroom Sales Assistant requires an energetic, service oriented individual responsible for applying customer service, administrative support, and organizational expertise. The successful candidate will play a key role in the success of the showroom in achieving sales and development goals. This role requires an outgoing personality with the ability to work independently as well as part of a team, strong attention to detail and a highly skilled multitasker.

DUTIES

- Provide an outstanding customer experience to all clients.
- Assist sales team with in showroom customer support, order processing, sample requests, maintaining order files and customer service.
- Manage the day-to-day coordination of the showroom including maintaining brand standards and visual displays; greeting showroom traffic; ordering office supplies; Prepare packages for domestic and international shipping; tracking incoming and outgoing samples; and assisting designers and clients as needed.
- Coordinate/schedule job installations with detailed instructions and excellent follow-up.
- Monitor client requests to ensure customer expectations are met.
- Generate qualified leads list for sales team, weekly.
- Coordinate showroom events or onsite presentations with marketing team and manager.
- Other responsibilities as required/needed

ABILITIES

- Bachelors degree in creative or business field or three plus years in a sales administration capacity.
- Able to rapidly switch between tasks as varied from answering a busy phone to organizing a showroom to assisting clients on the showroom floor
- Strong skills in Microsoft Office and Adobe suites is preferred with an ability to quickly learn and adapt to new technologies.
- Outstanding written, verbal, and relationship building skills.
- Extraordinary organizational/documentation skills with a finite attention to detail.
- Good sense of color imperative.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.