

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 New York City 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 the desire to grow into a sales role.

**DUTIES**

- Provide an outstanding customer experience to all showroom guests.
- Assist showroom manager and sales representatives with customer service, order processing, sample requests, and sales quotes.
- Manage the day to day coordination of the showroom including maintaining displays, managing showroom traffic, ordering office supplies, and assisting designers and clients as needed.
- Coordinate showroom events, onsite, and offsite presentations.
- Generate qualified leads list for sales team, weekly.
- Other responsibilities as needed to support our clients and team members!

**ABILITIES**

- Four year degree, preference 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.

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.