

SHOWROOM SALES ASSOCIATE AND OUTREACH SALES TORONTO, CAN

DESCRIPTION:

Works within the Toronto Showroom, assisting sales team in achieving their sales objectives.

Position Type: Part-Time (approx. 20-30 hrs per week)

Work Hours: Monday to Saturday · 10:00AM - 6:00PM

Report to: Showroom Manager & Sales Director

RESPONSIBILITIES:

- Assist with daily showroom operations
- Assisting clients in the showroom as well as providing superior customer service via phone and email
- Enter quotes and orders for showroom clients
- Follow up on quotes and deliveries for clients in regards to projects, orders and general inquiries
- Promoting the Artemide Group Products through, residential Architects, Interior Designers and Interior decorators for residential contract market
- Maximise sales opportunities with consumer clients and small firm designers & architects working on Residential projects in the local market
- Organize, develop and extend the customer account base
- Client outreach

MARKETING & MERCHANDISING:

- Help organize events & be available and flexible for after-hour events
- Maintaining the overall presentation of the showroom
- Manage & organize inventory (stock & supplies) within the showroom
- Prepare marketing material for clients handling and mailing purposes

SKILLS/QUALIFICATIONS:

- Self motivated, self directed, and committed to achieving goals
- Excellent attention to detail in both administrative and merchandising duties
- Strong communication skills, both verbal and written, customer service skills and the ability to prioritize while handling multiple tasks is required.
- Ability to work in a fast-paced, changing environment
- Ability to use basic Office and Outlook programs.
- Previous experience or serious interest in design is an advantage
- Experience in high-end retail sales is a benefit