

Environments

Showroom Coordinator

Location: Portland, OR

Employment Type: Full Time

Exempt/Non-Exempt: non-exempt

Benefits: Medical, Dental, 401(k), S124 FSA, Life and Disability Insurance

Description:

The Showroom Coordinator position is responsible to ensure guests have an exceptional experience & create a consistent brand experience to position Environments as a leader in creating inspired workplaces. In conjunction with management and sales, the Showroom Coordinator will create a showroom customer experience, understanding that there are both internal and external customers. Duties include ensuring the showroom is always consistently maintained for both walk-in customers, as well as planned meetings. The role will be the point person for setting up all client meetings, design firm presentations, and social events.

Success in the Showroom Coordinator role requires an appreciation for both internal and external customers, the ability to use technology, excellent communication skills, and event planning coordination in conjunction with the sales management team and the ability to take initiative and strive for results by working at times autonomously or as a member of a team.

The successful candidate for the Showroom Coordinator position will have demonstrated administration experience & event planning, excellent written and verbal communication skills, and have solid skills in software applications such as Excel, PowerPoint, Adobe, etc

Responsibilities

The Showroom Coordinator performs, among others, the following duties:

- Answer phones and be the first point of contact at the front desk – assisting & helping all callers to appropriate person and help. Manage mail and packaging of products to go to clients.
- Develop and prepare for client meetings – brand marketing pieces when needed and create favorable image of Environments through catering and meeting set-ups. Determine all necessary items needed & coordinate and plan with any internal team members for event execution (i.e. compost bins, glassware, silverware, beverages, food, welcome tags, signage, etc.
- Coordinates and oversee showroom presentability. Make sure showroom is up to-date at all times, products are properly placed, the showroom is staged, and flowers are fresh, catering is ordered, and any other brand experience for the visit.
- Oversees the cleanliness of the general office including staff areas and copier area.

- Develops, coordinates events to include planning and overseeing catering, ensuring invitations are designed and sent out. Ensures RSVP's, and oversees stock of any gifts, pens, pencils, pads.
- Ensures budgets for events is properly managed and allocated, and invoiced.
- Maintains showroom calendar (Environments) and conference room scheduling.
- Meet and greet any visitors when they arrive. When needed offers them refreshments and assists with any special requests and guides them to appropriate person.
- Ensures meticulous, customer-ready showroom with support from team members. Implements and enforces showroom rules to ensure a great customer experience from visitors.
- Organizing and executing employee activities and events.
- Act as Environments representative for all facilities related maintenance.
- Maintains office supplies and breakroom snacks and beverages.
- Miscellaneous filing and data entry.

Qualifications:

- Strong organizational skills: The ability to create, implement and oversee both physical and computer-based complex filing systems.
- Event planning & hosting experience.
- High attention to detail and follow-through.
- Strong skills in PowerPoint, Adobe, Bluebeam, and MS Office software applications.
- Demonstrated ability to work within a team, as well as a natural drive to be self-motivated and take initiative to work independently.
- Excellent communication and interpersonal skills.

Environments is an equal opportunity employer.

For more information or to submit qualifications, email info@environmentsnw.com with subject: Showroom Coordinator