

DESIGN MANAGEMENT COMPANY

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Position: Executive Sales Assistant

Location: South Florida

Leading manufacturer of high-end custom furniture for the hospitality industry seeks an Executive Sales Assistant for the company's Senior Vice President of Sales.

The candidate must have working knowledge in the following fields: Interior Design, Furniture, and Hospitality. He or she must also be highly organized, have excellent follow-through, and be punctual in regards to all given deadlines. Our client base includes the Architecture and Design community, the hospitality industry, and purchasing agencies; all are vastly different. The ability to successfully communicate with these three types of people is essential, as you will be a liaison for all of them. Previous experience as a sales assistant is required. Experience in either the hospitality industry or the design industry is required; both are preferred.

This position includes the duties of a sales assistant and an administrative assistant on a daily basis. It may also include other responsibilities with less frequency, such as project development, marketing, etc. The candidate must be prepared to take on these additional tasks with a positive attitude, the ability to adapt quickly, and a willingness to learn. This position requires knowledge in all areas and the capacity to multitask.

Qualifications

Education: High School/GED equivalent required, some college or vocational training is preferred.

Work Experience: 5+ years of experience in sales, office administration required, experience in furniture industry is highly preferred.

Duties and Responsibilities:

- Researching sales leads, and ensuring that they are passed through the correct channels in accordance with our procedures. Additionally, assisting in all other aspects of the sales process by gathering requested information and presenting it in a useful way is essential.
- Assisting clients and the sales rep force with requests, inquiries and anything else they may need. Constant communication and follow up via e-mail and phone is expected, so exceptional verbal and written communication skills are required.
- Preparing, updating, and ensuring the accuracy of reports for the SVP of Sales. To accomplish this, proficiency in Microsoft Office suite and ACT are required. Experience with QuickBooks is strongly encouraged, but not required.
- Updating the company's web site as needed, and working with the marketing department to keep it current.
- Participating in industry trade shows on an as-needed basis.

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- Ensuring that the SVP of Sales is kept up-to-date on all customer and sales rep communications
- Communicating with SVP of Sales when on the road and keep them current on all relevant communications and any important events.
- Making all necessary travel arrangements for the SVP of Sales.
- Reading and interpreting customer specification sheets and CAD drawings; this requires a basic understanding of furniture design and construction.
- Understanding the hospitality industry requirements and nuances, and being current on industry trends.
- Working in a detail-oriented and fast-paced environment.

Scope: This position has responsibility for handling customer and Sales Rep. requests and inquires in support of the SVP, responding to customer and Rep phone calls and e-mails under the direction of the SVP Sales, managing Sales leads database in ACT! Program, scheduling follow-up calls for others so no leads are dropped and lost due to inaction, and the supporting the Sales efforts in all ways as required by the SVP. In addition, this position assists in the quoting process and will do all aspects of quoting when required. The Sales Coordinator should proactively advise owners of Rep. and client feedback and recommend improvements in the leads and quoting process.

Please send resume and COMPENSATION history to apply@dmcnyc.com