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# Example of Showroom Assistant Job Description

Our growing company is looking for a showroom assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for showroom assistant

* Goods receipt the collection and move it internally for the selling season, through to Digital Commerce, to Marketing shoots and ultimately to be archived or stored for the sample sale in our warehouse
* Produce reports and stock-movement analysis of all daily stock movements
* Create inventories of the samples stored in the showroom for stock tracking purposes and to support the global showroom in the set-up of Market (EAN scanning)
* Conduct sample related training sessions and be actively involved in the training of new team members regarding sample movement and tracking
* Ensure that all samples have swing tickets attached at all times through daily checks
* Remove and transfer all the samples cancelled according to the cancelled list provided by Merchants/Product Development team
* Be actively involved in all key Showroom operations such as seasonal meetings and Look Book preparation
* To learn about the collection in order to pull products for all brand initiatives and online shoots
* Contributing to the smooth management of samples at all times in the Showroom in collaboration with key stakeholders, Showroom and Samples assistants and the Showroom Management team
* Monitor and fulfil all online sales

## Qualifications for showroom assistant

* Proactive self-starter who needs little direction
* Package and send online sales
* Responsible for the online sales inbox
* Assist uploading data and images to website
* Help advise with creative ideas for social media channels
* Updating customer details for marketing campaigns