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# Example of Showroom Assistant Job Description

Our growing company is hiring for a showroom assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for showroom assistant

* Keep common areas organized and office always stocked with necessry supplies
* Manage all incoming and outgoing packages
* Liase directly with office vendors including FedEx, messenger service, building maintanence, cleaning crew, water vendors
* Manage office events calendar and plan team activities
* Organize and maintain contact lists up to date
* Assist with answering phones, when needed
* Support Entertainment Marketing team with seeding, other product mailers, results reporting and placement scanning
* Support senior team with budget management (Purchase Orders, invoicing and tracking), as needed
* Deposit all checks in the bank via check scanner
* Process various account adjustments including non-merchandise credits, Return merchandise credits, sales tax adjustments, credit or payment applications, and correction of account payment misallocations

## Qualifications for showroom assistant

* Must be a team player, but be able to work alone if required
* Must be available to work Evening & Weekend shifts
* As part of the recruitment process, the selected candidate will be required to provide employment references and successfully complete a criminal background check
* Hone your talents at a developing and growing business
* Build our future and your career
* Enjoy the security and benefits that our wider Group can offer