



# Example of Showroom Manager Job Description

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Our company is hiring for a showroom manager. 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 manager

- Understand trends, potential demand, and competition
- Actively participate in seminars, professional organization meetings, trade shows, to keep abreast of new marketing concepts or other developments germane to the function
- Partner with Market Research to perform trend research, provide analysis of sales records, determine market potential, identify consumer needs
- Provide a full technical service to the business on the use of facilities including but not limited to
- Determine and maintain the appropriate level of sales staff in order to service effectively the customer base
- Recruit new sales staff in conjunction with the HR-Manager, Showrooms and Stores when additional sales associates are approved by your supervisor
- Monitor the performance of the sales staff on a daily basis
- Conduct and document performance reviews with each Sales Associate on an annual basis
- In conjunction with your supervisor, set and review sales goals with each Sales Associate on an annual basis
- Conduct weekly sales meeting with entire sales staff

## Qualifications for showroom manager

- Plumbing and tile industry experience is a plus

- Comply with and implement all showroom operational policies and procedures as outlined in the Policy and Procedural Guide
- Oversee merchandising displays and ensure that BKT standards are met
- Work with support staff and Sales Associates to ensure that all customers are serviced according to Baker Knapp & Tubbs, inc. standards
- Intervene with customer issues when the Sales Associate or Customer Service Associate cannot obtain resolution