



Example of Showroom Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a showroom manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for showroom manager

- Ensuring SF inventory is kept updated
- Dealing with ad hoc production tasks, including repairs and customer service requirements
- Build key relationships in our London and NY offices
- Achieve agreed upon West Coast Fabric sales targets
- Manage and maintenance on shared office calendar, which contains all necessary work-related meetings, fairs, trips
- Oversee the office finish, fabric and wallpaper sample inventory
- General Studio upkeep to ensure we are providing the Soane experience – ordering supplies, dealing with all office matters, including liaising with the SFDC
- Assist the Sales Manager with each sales trip
- Using InDesign to create personalized Look Books for specific clients
- Create a system that will track showroom inventory

Qualifications for showroom manager

- Deep understanding of off price channel
- Relationships with off price accounts
- Comfort level working with both teams above and below, specifically taking direct feedback from CEO, CFO, CCO and department presidents interns and support staff
- Tag and record all current and incoming inventory
- Track the distribution of and reentry of inventory within the system

