



# Example of Showroom Manager Job Description

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Our growing company is looking to fill the role of showroom manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for showroom manager

- Ability to identify the right product for the application, based on needs/wants
  - Work with multiple internal departments to create and tell relevant stories through meetings, events and activities
  - Communicate with and manage outside vendors to ensure fulfillment of needs
  - Assist in managing the list of attendees including travel, hotel, special needs
  - Establish a system to coordinate timelines, approvals and communication for all showroom related events Market Week, Brand Review, Investor Walkthroughs, Press Preview
  - Assist in the implementation of the "Project Execution Plan"
  - Assist in the preparation and management of overview and strategic programs, including design, procurement and construction schedules together with supporting information required schedules
  - Review the schedules and related documents from the contractor including monthly reports and analysis the content to ensure compliance with project objectives
  - Review schedule trends to identify problem areas and recommend corrective action to Client management
  - Working closely with the Planning Manager and Project Team to ensure that the 'contract program is feasible, complies with the Project Master Plan and contractual documents
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- At least 5 years of experience reworking with off price major accounts, preferably with a contemporary or luxury apparel brand
- Assist in the defense / approval of any claim for time extension or major change to the schedule
- Establish and maintain consistent and adequate administration procedures, in their field
- Bachelor Degree or above in Civil / Structural Engineering
- Additional qualification in Project Management or Construction Management
- You will be a recognised expert with a minimum of 15+ years' experience in the relevant field