



Example of Showroom Manager Job Description

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Our growing 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

- Dispatch these imports between recipients (US press, international press, celebrities)
- Export of all samples using correct customs procedures
- Use of Fashion GPS for all shipments
- Manage delays
- Control arrivals (deadline of custom clearances, content)
- Guarantee the accuracy of returns
- Implement a follow up of the transportation for returns
- Ensure that Showroom Sales Managers are proactive in generating business with existing and new customers, building and maintaining a robust and regular trade customer base
- Ensure Showroom Sales Managers understand the company expectations and they demonstrate the required behaviours in delivering best in class customer service
- Ensure showrooms within area of responsibility achieve/exceed their sales and trading margin AOP's

Qualifications for showroom manager

- PMC role background would be desirable
- Successful applicants will have experience of working on high value/high end showroom construction projects of international standards

- Experience in managing international shipping/Supply Chain, import/export, flow management
- Knowledge in customs procedures
- Reactive and proactive