

Showroom ambassador

We are looking for someone with a positive attitude, enjoy welcoming customers and guide them through our product line and services.

We have full or part time available and can work with happy retirees who enjoy working and love to interact with people

The ideal candidate:

- A cheerful and positive personality
- Enjoy communication and appreciate harmonize working environment.
- Basic computer knowledge (MS Office, E-mails, internet searching etc)

Responsibilities:

- Answering phones
- Welcome guests as they arrive
- Answering guests' simple questions
- Directing guests to appropriate locations
- Assist customers in scheduling design appointments

Staff Sale Support

- Checking order and delivery status
- Phoning customers for product pickups
- Updating showroom signs and tags
- Monitor, organize, and maintain showroom samples, literature
- Order supplies for showroom

Please email your Resume to Job@SincereHomeDecor.com