



SAMUEL & SONS  
PASSEMENTERIE

## Job Description

Title: Junior Showroom Sales Associate)  
Department: Chicago Showroom  
Reports To: Showroom Manager  
Classification Non -Exempt

### BASIC FUNCTION:

The Junior Showroom Sales Assistant's main responsibility is to provide both customer services and suggestive selling to clientele.

### PRINCIPLE RESPONSIBILITIES:

- Offers suggestions to clients pertaining to pattern, color, etc.
- Coordinates special products and assignments for clientele
- Requests product from inventory as necessary
- Requests the packaging and shipment of samples
- Assists with the assembly of sample books and customizes samples for clientele
- Measures and cuts available product
- Organizes showroom and trimming displays as necessary
- All other duties as assigned by Senior Management

### SKILLS, KNOWLEDGE AND EXPERIENCE:

- Organizational ability
- Solid communication skills, both written and verbal
- Professional presentation
- Sales experience, preferably in a showroom environment
- Computer literacy including Microsoft Office Applications
- Design experience is highly preferred
- High School diploma. GED

(This document in no way states or implies that these are the only duties to be performed by the employee occupying this position)