

Showroom Assistant

Santa Monica, part-time

We're looking for enthusiastic, creative, and passionate professionals to join our Santa Monica Team.

As a Showroom Assistant you will report to the Showroom Manager and provide excellent customer service and design guidance to clients looking to bring Reform's aesthetic into their kitchen.

Responsibilities

- Perform in-store and online consultations for clients seeking expert advice for their kitchen projects, specifically related to design, color and space
- Ensure that every person who you come in contact with is engaged in a positive manner, listened to, and assisted in whatever way is most appropriate
- Answer phones and respond to email and online questions in a timely manner
- Maintain a database of potential and existing clients in order to provide world-class customer service
- Daily opening/closing tasks to ensure a pristine showroom condition

Requirements

- 1-2 years of showroom or retail experience
- Weekend availability
- Exceptional communication and listening skills including the ability to find connections between Reform's products and our clients' needs
- The physical ability to move large, bulky and/or heavy merchandise and ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Excellent computer skills including Mac, PC, Microsoft Office, and G Suite

If this sounds like you, please submit your resume to mail: careers@reformcph.com with "Showroom Assistant, Santa Monica" in the subject field.

Conversations will be held on an ongoing basis, so please send your application as soon as possible. We look forward to hearing from you.