



Job Description

Sales Coordinator

Merchants Office Furniture, Colorado's longest established office furniture studio, is seeking a full time Sales Coordinator ("SC"). This role is for a smart, well organized individual that will thrive in an exciting, team-oriented environment. We want to hire a person with a strong desire to help build Merchants' reputation for high ethics, professionalism, and efficiency. These qualities are central to delivering great projects and make our company fun and successful.

The SC will be a new role at Merchants and central to coordinating daily workflow. As a key facilitator to the 15 employees of Merchants, the SC will oversee administrative practices in conjunction with the other team members.

Responsibilities:

- Work with walk-in customers on purchase opportunities
- Consistently maintain and improve upon the professionalism and presentation of our space
- Provide administrative support to entire team to create leverage within the organization
- Prepare and execute work events (showroom visits, events, staff outings) with creativity
- Distribute inbound visitors, calls, and emails

Requirements/Skills:

- College degree
- Good attitude, personable
- High proficiency with email, scheduling, and typing
- Proficient at Microsoft Office – Excel, Word, and Power Point
- Excellent organizational skills
- Willing to show initiative
- Ability to work from 8am-5pm Monday-Friday, no exceptions