

Under the supervision of Showroom Manager, the assistant will aid the manager in all aspects of maintaining the showroom.

Judy's Custom Workroom is known for creating luxury, sophistication, and comfort in the world of Interior Design. Our goal is to create comfortable, beautiful products that reflect the individual style of each project we are involved with.

Established in 1975, Judy's Custom Workroom has our own experienced professional craftsmen and women who have been with us for over 15 years. Retaining our own skilled artisans allows to manage the high quality that has become our trademark within the Southern California design field. We produce custom built furniture, upholstery, window treatments, bedding, and other custom furnishings.

#### DUTIES

- Greet designers in showroom
- Assist customers in selecting fabrics for design projects
- Process and tracking orders
- Generating estimates and orders
- Assistance to Showroom Manager/Designer
- Maintain an orderly showroom appearance
- Responds to telephone calls and emails promptly to include resolving any problems that arise.
- Ensures customers are serviced at the highest level of satisfaction through quality service/products and quick response to needs.
- Follows up on all customer inquiries and establishes conclusions in a timely manner
- Coordinates special projects as needed.
- In charge of social media and staying up to date
- Marketing assistance

#### SKILLS & ABILITIES

- Associate degree in Interior Design or equivalent preferred
- Passionate about customer service, sales, furniture, and design.
- Self-motivated
- Excellent interpersonal and communication skills (verbal and written)
- Comfortable speaking on the phone
- Strong organization skills
- Enthusiasm for teamwork
- Must be punctual and professional
- Knowledge of furniture industry a plus
- Ability to work well both independently and in a collaborative or team setting
- Proficiency in Microsoft Word, Excel, and Quickbooks

## HOURS

- M-THUR 9:00AM to 4:00PM FRI 9:00AM to 2:00PM

PLEASE DIRECT COVER LETTER, RESUME AND DIGITAL PORTFOLIO TO  
INFO@JUDYSCUSTOMWORKROOM.COM