



IBB is a full-service and award-winning fine furnishing store and design center known for offering high quality furnishings and fashioning color infused spaces. We are passionate about design and our clients' happiness and currently looking for a talented and experienced Interior Designer to join our IBB team.

Office/Showroom Manager Job Description

Roles & Responsibilities

- Provide exceptional customer service from client check-in to check-out; including resolving any issues
- Answer phone calls and greet clients
- Assist designers with various client needs
- Create and maintain designer calendar
- Assists Marketing Director
- Follow-Up with clients upon delivery
- Maintain professional front desk and reception area
- File maintenance, data entry and client checkout
- Maintain stock of office supplies and small package shipping
- Assist accounting department with weekly/monthly tasks

Skills & Requirements

- Positive, energetic attitude
- Ability to troubleshoot effectively
- Professional appearance
- Must have sales or retail and Guest service experience (Receptionist Experience preferred)
- Basic understanding of computer software and POS systems
- Excellent communication and organizational skills
- Available to work Monday-Friday 9:00 am - 5:00 pm and be available for an occasional Saturday from 10 am-4 pm.

MUST HAVE A STABLE WORK HISTORY

Compensation

- Based on experience
- NO Phone calls or Walk-ins please

Job Type: Full-time

Qualified candidates send resume to career@ibbdesign.com.