

Surya

Showroom Manager - Denver

Sales - Denver, CO - Full Time

Surya is a leading home décor company that has gained attention for its innovative designs and breadth of high quality home accessories. Products include area rugs, pillows, throws, accent furniture, art, bedding and lighting sold through a broad spectrum of global retailers, distributors, and interior designers. Surya fosters an energetic work environment of creativity and collaboration, with each employee taking personal ownership in the company. Surya has been named for seven consecutive years to Inc. Magazine's Inc. 500/5000 list of America's fastest growing privately held companies.

Surya is looking for a professional, well organized, people-person to be our Showroom Manager for our showroom at the Denver Design Center. The ideal candidate must have impeccable communication skills (verbal and written), a resourceful personality, be self-motivated and willing to work independently to achieve team objectives. Fast learners with an aptitude for design concepts are encouraged to apply.

Daily responsibilities will include:

- Open, maintain and manage showroom facilities and appearance to include maintenance and merchandising
- Be a brand advocate and acquire a high degree of knowledge about the company and the products
- Offer an exceptional customer experience to every customer throughout all interactions with the showroom
- Develop ideas and execute strategies to drive traffic to the showroom with the intent of growing our local customer and designer contact lists thereby increasing sales of Surya products.
- Report and analyze critical showroom metrics
- Assist the sales, operations and marketing team members as needed
- Multitask and meet established objectives and deadlines
- Manage our memberships with industry associations such as ASID, IDS, etc.
- Ensure all customers and prospects are checked in properly daily
- Ensure all customers and prospects are given a professional sales tour daily
- Complete all new account paperwork completely and submit to corporate daily
- Grow sales on an annual basis
- Send a weekly update to VP of Sales on sales orders written
- Update head of CS with showroom order source codes so sales can be tracked through showroom
- Manage loan program so samples are accounted for and updated
- Work with the building to take advantage of building events and opportunities

- Answer all emails and phone calls within 24 hours
- Assist showroom set-up as needed; hire temp labor when needed
- Attend all market days including weekends
- During non-market days, open showroom Monday-Friday 9:00am to 5:00pm
- Gather catering proposals before any market
- Keep showroom tidy, including dust, vacuum, mop, windex when needed
- Hire additional labor for cleaning or maintaining showroom when needed
- Keep showroom stocked with office supplies and order if needed

Requirements:

- 3-5 years of industry sales experience
- Proven analytical and interpersonal skills
- Engaging and welcoming personality, strong work ethic, and professional demeanor
- Excellent verbal communication and phone etiquette
- Exceptional eye to detail, and the ability to drive results
- Experience with industry associations
- Proficient in MS Word, Excel, PowerPoint and Outlook, etc.
- Ability to quickly and thoroughly learn product information
- Ability to take ownership and responsibility for all assigned tasks and fulfil them quickly and accurately
- Ability to work with team members from all company departments