

# Plain English

CUPBOARDMAKERS

LOS ANGELES, CALIFORNIA

## JOB DESCRIPTION – SHOWROOM MANAGER

Job Title: Showroom Manager

Reporting to: Design Director

Hours: 9:00am - 5:00pm Monday - Friday (this is not a remote position)

Location: Plain English, 930N La Cienega Blvd, Los Angeles, CA 90069

We are currently looking for a Showroom Manager to run our brand new Los Angeles Showroom. You will be an integral part of the team and play a crucial role in driving sales, creating a positive experience for our clients and supporting our Designers.

The role offers an exciting opportunity for an ambitious, design and style savvy individual with design related, sales, creative or business focused experience. You will be working within a fast-paced design-led environment you will need to be able to cope with working under deadlines and prioritising workload while maintaining excellent written and verbal communications.

### **What you'll do:**

- Be responsible for opening and closing the showroom at the beginning and end of each working day.
- Meet and greet visitors and guide them through the spaces with confidence and knowledge of the Plain English brand and aesthetic
- Ensure that we capture details of all visitors, add them to our database and follow up proactively
- Oversee the showroom calendar and keep it up to date
- Ensure the space is always exceptionally tidy and ready for client meetings
- Manage the inventory of the showroom and reorder stock where necessary
- Manage sampling process and ensuring the sample cupboard is well stocked and labelled at all times
- Manage the calendar to ensure the smooth running of the showroom
- Plan, book and take minutes for design meetings
- Represent Plain English at industry events on occasion

### **Supporting our Design Team:**

- Collaborate with the Design Director & Design Team on sales targets and achieving goals
- Provide administrative support including creating, typing and sending paperwork in line with projects using our internal Webshop software
- Assist the designers in ensuring project information and sign off details are collated at the right time to ensure the workshop planner remains up to date
- Assisting with creating design documents and appliance lists
- Add new client information to the CRM
- Add meeting times and dates to the calendar
- Provide support in meetings by taking notes as needed

### **Who you are:**

- Have proven experience in showroom management, sales, or a similar role
- Have a genuine passion, understanding and appreciation for design and the Plain English ethos
- Excellent attention to detail
- Quick and efficient learner
- Team player
- Highly presentable and organised at all times
- Good interpersonal skills and confident when meeting new people
- Ability to manage a demanding work load and work both independently and as part of a team
- Experience with the Adobe InDesign although training will be given
- Proactive and always willing to get the job done

### **You'll love working at Plain English because:**

- There are always things to learn and huge opportunities to progress as we launch on the West Coast
- You'll have generous PTO
- We're a small, friendly and supportive team

Please send your CV and cover letter to [careers@plainenglishdesign.com](mailto:careers@plainenglishdesign.com)