

Showroom Coordinator

Los Angeles | CA

Who We Are

At PeopleSpace, we're bold, we're innovative, and we work with amazing furniture and even better people. We give customers the best experience we can, and we do it in a way that helps our employees grow, succeed, and have fun.

What You'll Do

Manage the showroom, ensuring unparalleled customer service while maintaining compliance with company values, policies and procedures.

Responsibilities

Showroom Management

- Turn on lights and drop shades every morning
- Maintain and order supplies, coffee and creamer, for the coffee maker
- Empty clean dishes from breakroom dishwasher every morning
- Start the breakroom dishwasher every night
- Refill coffee / coffee accessories as needed in the breakroom
- Order office/maintenance supplies and receive/distribute as needed
- Maintain storage room
- Order cleaning supplies from our vendor for our janitorial crew
- Order printing supplies from our vendor for the plotter
- Maintain overall appearance of showroom which may include tidying, light cleaning, sending out email reminders on showroom maintenance; coordinating with IT / janitorial for repairs
- Use technology to run/edit presentations throughout the showroom

Reception

- Receive/transfer calls coming into the showroom and at times other locations
- May take messages and/or find employee when urgent
- Keep track of employee whereabouts through email, calendar and sign out sheet
- Greet guests to the showroom; offer refreshment, direct to meeting space
- Set up conference room, book rooms, set up conference calls, set up catering or snacks, set out or print materials, may be on call to pull materials, etc.
- Coordinate guest parking

IT'S NOT JUST ABOUT FURNITURE.

Working for PeopleSpace means inspiring leadership, amazing resources, and great culture

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To apply, email a resume and cover letter to:



tkoehler@peoplespace.com

If we see a fit, we'll reach out within a week. We know applying takes time. Thank you in advance for yours.

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Responsibilities (cont.)

Mail / FedEx / UPS Shipping / Receiving

- Send/receive mail daily through USPS including invoices, checks, executive correspondence, samples, etc., and distribute as advised
- Use FedEx / UPS accounts online to ship samples, checks, etc.
- Provide account information when requested and record any use on shared spreadsheet
- On occasion, receive shipments of chairs or small furniture items to office warehouse

Administrative Support

- Assist all departments as requested
- Provide executive assistance to Executive Management as requested
- Availability to work on special projects
- Event planning; ordering catering or other products/services and record on expense spreadsheet

Qualifications

- Expert written and oral communications skills
- Friendly, courteous, engaging personality
- Professional demeanor and attire

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