

APPARATUS

POSITION MANDATE

Employee:	Functional Title: Studio Sales Assistant	
Department: SALES	Reports to: SALES MANAGER	Start/Revision Date:

APPARATUS is a New York-based design studio that is also a global brand, creating and locally producing lighting, furniture and objects. We are a small company that thinks big. Our culture values integrity. It is professional, progressive, fun and one that fosters the creative process. We believe in rewarding strong worth ethic and loyalty, nurturing individual strengths and developing talent within the company.

OVERVIEW: The successful Studio Sales Assistant is highly-organized, able to wear many hats and multi-task, has a proven track record working with a team, and excels in client interaction both in-person and on the phone. This individual is reliable, takes initiative, works well in a collaborative environment with a variety of personality types but can also self-manage.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

Client Reception:

- Answering phones, greeting in-person guests, offering coffee, taking coats, getting clients settled in the studio

Sales Assistance:

- Assisting Sales team by writing quotes and invoices
- Processing deposit and balance payments
- Special Events and Projects support
- Processing online and orders

Showroom Upkeep:

- Upkeep and maintain showroom standards: daily walk-through that could include replacing burned out bulbs, ordering flowers, stocking supplies and ensuring showroom looks presentable
- Weekly ordering and restocking of studio supplies (coffee, tea, snacks, water cooler)

PERFORMANCE REVIEW SCHEDULE

- Performance review annually (or as needed)