

Retail Showroom Coordinator Sun Prairie, WI



Learn more at www.ofr-inc.com.
Email your resume to hr@ofr-inc.com.

Are you ready to embark on a dynamic career with an industry leader? Office Furniture Resources (OFR) is seeking a Retail Showroom Coordinator to join our team and drive the growth of our Sun Prairie store. Our sales team superstars are the single point of contact with the customer, providing office furniture solutions and excellent service. If you have passion for problem solving, making connections, and building relationships, then this is the sales job for you! You will have the opportunity to work in a dynamic, fast-paced store environment selling high-quality recycled office furniture. Join our team and be a part of an organization that values growth, innovation, and the success of our employees. We look forward to meeting you!

Responsibilities:

- Running the Retail Store: Greet, engage, and sell to walk-in customers; all opening and closing responsibilities; Merchandising.
- Growing Local Relationships & Awareness: Nurture and expand our local client base by building strong, lasting relationships. Build brand awareness in the Madison area, growing our customer base.
- New Business Outreach: Initiate and maintain productive cold and warm calling efforts to identify new business opportunities, re-engage dormant customers, and foster connections.
- Customer service: Deliver unparalleled customer service on the phone, in person and via web sales (LiveChat) to ensure client satisfaction and loyalty.
- Manage the purchase to delivery process.
- Learn Inventory, Office Furniture Terminology, and Become the Expert: Master our extensive inventory, while developing a deep understanding of office furniture terminology, allowing you to become the expert and effectively communicate with clients and colleagues.

Qualifications:

- Experience: 2 years of sales experience is a plus.
- Entrepreneurial Spirit: A passion for entrepreneurship, innovation, and creativity.
- Curiosity: A natural curiosity and willingness to continuously learn.
- Strong Communication Skills: Strong phone and email communication skills.
- Proficiency with Technology: We train, but be comfortable with current software including MS Office, CRM, and digital media.

Benefits:

Base compensation plus commission. No Weekends. Opportunity for advancement. Health, Dental, Vision Insurance. 401K.

CHICAGO
2451 S. WOLF RD
DES PLAINES, IL 60018
(224) 531-5770

MILWAUKEE
8787 W. BROWN DEER RD
MILWAUKEE, WI 53224
(414) 353-9725

MADISON
1261 WEST MAIN ST
SUN PRAIRIE, WI 53590
(608) 318-2064