



Sales Coordinator & Showroom Manager

Miles Treaster Associates (MTA) seeks a Sales Coordinator & Showroom Manager to provide clients the best possible experience when visiting our showroom and to assist our sales team in serving clients with personal, professional service for commercial interiors projects.

Responsibilities include handling incoming phone inquiries and performing clerical and administrative tasks for our sales team to provide clients with outstanding customer service. Ideal candidates have previous experience in the interior design industry and a proven track record of collaborating on successful sales projects.

ESSENTIAL FUNCTIONS:

- Managing day-to-day showroom operations, including scheduling visits, providing product demonstrations, and speaking knowledgeably about products on display.
- Maintaining a clean, organized showroom by ordering and updating fabric and finish swatches, product literature, and supplies as needed.
- Greeting clients with enthusiasm and professionalism as a representative of MTA.
- Coordinating showroom visits including food, beverages, and clean up.
- Scheduling product update meetings with manufacturer reps for sales team.
- Compiling project information between clients, manufacturers, sales team, and external stakeholders.
- Creating proposals in CORE and Project Spec, including calculating pricing, discounts, gross profit percentage, and freight.
- Corresponding with clients and manufacturer reps by phone and email.
- Performing administrative duties and assignments and sales support as needed.
- Developing new ways to optimize customer service and improve sales team support.

QUALIFICATIONS:

- Previous experience in customer service and/or sales, preferably in commercial interior design.
- Talents in assisting customers, solving problems, and providing quality customer service.
- Excellent written and verbal communication skills plus the ability to establish and develop rapport with internal and external stakeholders.
- Exceptional attention to detail, time management, calendaring, and accountability skills.
- Collaborative mindset with a track record of working cross-functionally on successful projects.
- Proficiency with Microsoft Office and Teams, CORE, Project Spec, Zoom, and general office equipment.

Named on the by the Sacramento Business Journal's list of "Best Places to Work in 2020 and 2021, MTA offers competitive compensation based on experience with comprehensive benefits, including medical, dental, and vision insurance. You'll also become an employee-owner through our Employee Stock Ownership Plan (ESOP) and earn shares in the company after completing one year of service.

To apply, send a cover letter and resume to sales@mtaoffice.com. **No phone calls, please.**

About Miles Treaster Associates (MTA):

A full-service firm, MTA elevates environments to work, learn, heal, and play and inspires people to be their best—naturally. Our inspired commercial spaces are featured in many of Northern California's most noted locations, including SMF Terminal B, Golden 1 Center, SAFE Credit Union Convention Center, and dozens more. Featuring more than 200 of the best contract furnishings brands, MTA is Sacramento's Miller Knoll Certified Dealer and modern design connection. Proudly women-led since 1992, employee-owned since 2006, and listed on the Sacramento Business Journal's "Best Places to Work" in 2020 and 2021.