

Job **Visual Merchandiser &
Showroom Assistant**

Reports To Showroom Manager

Purpose To accurately and efficiently process incoming merchandise from vendors, outgoing shipments to customers, and returns to vendor in accordance with outlined procedures

To work with Showroom Manager to prepare and display merchandise and reset showroom as necessary

To assist Circa Lighting clients, both on the phone and in person, to ensure optimal sales through providing excellent customer service

To handle any and all functions of maintaining the daily efficiencies of inventory management and showroom support as requested by the Showroom Manager

Summary of Essential Job Functions

- Accurately, safely, and efficiently receive and ship merchandise according to procedures
- Maintain accurate inventory through the proper receipt of shipments – to include inspecting the quantity and quality of merchandise received and accurately documenting the packing list
- Open and inspect the quality of all returned product from customers. If resalable, re-pack in neat and shippable condition
- Assemble merchandise for showroom as designated by showroom manager
- Assist in the display and hanging of merchandise for the showroom as requested by the showroom manager
- Maintain accurate and clearly marked shelved product to ensure accurate selection of product for shipping
- Ensure departing shipments are packed securely for damage free shipping
- Mark outgoing shipments with correct information according to customer requirements
- Stage completed shipments in proper area for customer pick up or delivery
- Successful candidate **MUST** be able to lift heavy ceiling fixtures and climb a ladder to hang them

- Successful candidate **MUST** be able to use power tools
- Assist customers with a level of service that maintains long term customers
- Maintain a clean, attractive, and organized showroom appearance to enhance sales
- Ensure that all merchandise on the floor is appropriately displayed and in pristine condition for optimizing sales
- Adhere to all Company policies, procedures and safety rules including safe operation of equipment and helping to maintain a clean, safe work environment

Position Requirements

- High School diploma or equivalent
- Ability to use tools, climb ladders, and safely lift up to 50 lbs
- Ability to work as an effective team player
- Ability to multi-task and thrive in a fast-paced environment
- Ability to maintain a professional demeanor at all times
- Exceptional customer service skills and a pleasant engaging personality
- Exceptional organizational and follow-up skills
- Ability to follow safety and security standards
- Previous merchandising, lighting showroom, or shipping and receiving experience a plus

Please email your resume and cover letter to employment@circaighting.com

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.