



## CANTER SHOWROOM COORDINATOR JOB DESCRIPTION

Canter, a leading independent manufacturer's representative firm of KI, is looking for a Showroom Coordinator. This position will be based out of our Lakewood, CO.

The Showroom Coordinator will provide exceptional support to defined Canter team members, their customers, dealers and other business partners for all products.

### Support Primary:

- Receive, deposits and apply customer payments in CORE
- Maintain general appearance of Canter Experience Center
- Maintain designer's library of fabric and finishes
- Maintain office supplies
- Assist in planning, coordination and preparation of experience center and off-site meetings

### SKILLS

- Advanced knowledge of Windows, Microsoft Office Programs including but not limited to Outlook, PowerPoint, Excel, and Word.
- Self-motivation and flexibility are a must as the candidate will be alone in the Showroom for a significant amount of time or will be required to work flexible times to accommodate Team needs, which will be identified in advance.
- The candidate will often be required to manage several tasks and/or requests at one time and time so priority management, and goal setting are integral to this position.
- The candidate may find the Showroom environment busy & distracting at certain times and will need organizational & stress management skills.

Candidates must possess strong communication and computer skills. Experience in the modular furniture industry is a plus but not required.

The ideal candidate is extremely detail-oriented and will possess strong communication and technical coordination skills. This is a part-time position with full-time and potential career growth options available. Must have a valid U.S. Driver's License.

This position reports to the General Manager.

If you are looking for a new career opportunity, e-mail your resume to Michele Abeyta at [mabeyta@ccanter.com](mailto:mabeyta@ccanter.com)

For more information about our company, please visit [www.ccanter.com](http://www.ccanter.com)