



## **TEXTILE COMPANY SEEKS ACCOUNT COORDINATOR**

Growing luxury textile company seeks an Account Coordinator to join our customer service/sales team.

### **JOB DESCRIPTION**

We're looking for a detail-oriented, self-starter who can work independently as well as collaboratively to support our customer accounts. This person will:

- Interact with direct customers and national showroom accounts to process reserves, orders and payments
- Complete follow up on orders, address customer questions in a timely manner
- Maintain our NYC showroom
- Coordinate logistics of special events for clients in our showroom
- Assist sales team in preparation of client presentations
- Maintain and update client database as needed
- Collaborate with other departments

### **PREFERRED QUALIFICATIONS**

- Detail oriented
- Interest in home textiles
- Technologically savvy
- Professional demeanor through all forms of communication
- Ability to collaborate – we like teamwork

Please send cover letter and resume to [jobs@zakandfox.com](mailto:jobs@zakandfox.com). Phone calls will not be accepted.

