



JOB DESCRIPTION

We're looking for a nimble individual who loves to wear many hats, acting in a supporting role to our sales team.

The right candidate for this role:

- takes initiative, multi-tasks effortlessly and can work independently as well as collaboratively
- understands the story we tell and its importance in our business
- grasps the critical role we play in the interior design process
- is extremely detail-oriented
- has genuine interest in our product line and participating in a unique opportunity for growth

Job duties will include (but are not limited to) the following:

- liaising with national showroom accounts to process reserves, orders and payments
- maintaining our NYC showroom
- coordinating logistics of special events for clients in our showroom
- assisting sales team in preparation of client presentations
- maintaining and updating our client database and CRM software as needed
- occasional direct communication with our clients

JOB REQUIREMENTS

- 0-2 years of previous work experience in a similar environment
- proficient in MS Word and Excel, Google Suite/G Suite; technologically savvy
- acute attention to detail
- professional demeanor through all forms of communication
- ability to collaborate -- we like teamwork
- extremely organized -- does not require micromanagement to keep on top of projects
- passion for design

Please send cover letters and resumes to morgan@zakandfox.com as PDFs.

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