



## **Dallas Showroom Coordinator** JOB DESCRIPTION

Join a dedicated team that shares a passion for creativity, beautiful textiles, furniture, lighting, rugs, and design. The Wells Abbott Dallas Showroom Coordinator assists the sales team in working with clients to exceed customer service expectations. The showroom coordinator has experience working with clients, a professional demeanor, high energy, is a problem solver, and is driven to contribute to the success of the business.

Excellent verbal and written communication skills and attention to detail are needed to succeed. The ideal candidate enjoys interacting with clients, thrives as a multitasker, prioritizes customers' needs by listening and exceeding expectations.

Based in Dallas, the showroom coordinator joins a collaborative and supportive team that celebrates successes, supports each other, and has fun with a fantastic work-life balance. As part of the team, you will have the opportunity to work with like-minded professionals while enjoying the opportunity to work in a growing, dynamic organization.

### **What we offer**

- Entrepreneurial environment
- Highly competitive compensation
- Full medical, dental and vision benefits, supplemental insurance, 401K plan with matching
- Generous paid time off

### **Job Requirements**

- Professional demeanor in person, on the phone, and via email/written communication assisting clients and working with the Wells Abbott team.
- Assist the sales team with administrative tasks and the development, maintenance, and distribution of reports, data entry, quotes, and payments.
- Maintain and manage the memo sample library, including stocking and sample returns.
- Ensure new collection rollouts are properly assimilated into the showroom displays.
- Inventory management of vendor materials, including fabric and wallpaper displays, road kits, furniture and lighting consignment, and marketing collateral.

- Maintain the showroom standards to ensure an orderly appearance.
- Demonstrate the ability to learn about showroom brands, company resources, and marketing/sales programs.
- Must be proficient or willing to learn the Microsoft suite of products, CRM and Order-Track.

## About Our Company

Wells Abbott is an independent showroom with locations in Chicago, Dallas and Houston representing boutique textile, wallpaper, trim, lighting, furniture, fireplace, rug, and window covering brands sold to the trade.

At The Wells Companies, we are driven by the belief that people and relationships are the keys to success. After changing hands in 2015, Wells Design was the springboard that led to the creation and growth of five specialized companies. Together, Wells Design, Wells Abbott, Wells Textiles, Wells Warehouse, and Cottage Textiles make up The Wells Companies. While each entity provides its own offering of unique high-end goods or services to the interior design community, our commitment to innovation and the customer experience is what makes The Wells Companies an industry leader. Our culture is built on the principles of **innovative thinking, collaboration, and mutual respect**. We believe in fostering an **entrepreneurial environment** where our team members are empowered to express their ideas in ways that move our business forward. The Wells Companies is committed to supporting our employees' **professional growth** by providing an enriching environment to learn and advance in their current role or areas of interest. Our employees enjoy **competitive benefits**, including healthcare, vision and dental, 401K with employer match, and generous paid time off.

## Website

[www.wellsabbott.com](http://www.wellsabbott.com)

## Contact

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Established in 2017, The Wells Companies is a family of interior design entities that span the decorative arts industry.

## COMPANY CHARACTERISTICS

INTEGRITY · INNOVATION  
COMMITMENT TO TEAM  
COMMITMENT TO CLIENT  
ENTREPRENEURIAL SPIRIT  
ADAPTABILITY

## Employee Benefits

### Training and Career Advancement



In addition to competitive salaries and a comprehensive benefits package, The Wells Companies prioritizes fostering a culture of growth and collaboration, offering employees opportunities to **expand their skills** through training, engaging in **cross-functional projects**, and exposure to other Wells businesses. Emphasizing internal mobility and **promoting from within** supports professional growth and contributes to the overall strength and success of the businesses.

### Healthcare Coverage



- Medical
- Dental
- Vision
- Wellness
- Flexible Spending Account Plan
- Health Savings Account Program
- Supplemental Insurance
- Parental Leave

### Vacation & Holidays



**3-5 Weeks** of Accrued Paid Vacation/Sick Leave based on level and years of service  
**20 Days** of Paid Holidays

### Insurance



- Basic Term Life and Personal Accident Insurance
- Voluntary Disability Insurance
- Voluntary Group Universal Life Insurance
- Voluntary Personal Accident Insurance

### Investment



401k with Company Matching of Employee Contributions **up to 4%** of annual salary