



assembly line

DESIGN CENTER

Job Title: Part-Time Showroom Assistant
Company: Assembly Line
Website: www.assemblyline.co
Location: 373 Atlantic Ave, Brooklyn, NY 11217
Job Type: Part-Time
Job Schedule: 12-14 hours a week, including one weekend day
Start Date: As soon as possible

About Us:

Assembly Line is a unique design shop that offers a curated selection of innovative and high-quality design products. We are committed to providing our customers with exceptional service and expertise in the design industry. If you have a passion for design and an eye for detail, we want you to join our team!

Job Description:

We are looking for a part-time Showroom Assistant to join our team at Assembly Line. Your primary responsibility is to support the sales and operations on the showroom floor. This includes providing excellent customer service, assisting in new product selections and showroom styling, and processing in person sales transactions. We are seeking individuals who have experience in the design industry and can help our customers make informed choices.

Responsibilities:

Customer Service and Sales:

- Communicate the concept of the shop to customers and help direct them through the items as required
- Support the Sales Associate with all sales inquiries (in person, email, and phone)
- Be thoroughly familiar with all brands, designers and items in the shop. Attend vendor training as scheduled.
- Maintaining knowledge of pricing structures, design specifications, process, and background of designers represented by the showroom.
- Communicate end of day summary to all of Assembly Line

Product Organization:

- Support Operations Manager with assigned tasks to maintain shop, including but not limited to: showroom inventory, mailing samples, supply organization and ordering
- Maintain Vendor Sample Inventory.
- Ensure display pricing is accurate.

Shop Upkeep:

- Make sure flowers / product arrangements are presentable and refreshed as necessary
- Dust, sweep, vacuum between in the meantime of our biweekly professional cleaning service
- Checking and following up with voicemails.

- Reordering basic shop supplies as needed.
- Keep storage areas organized.

Qualifications:

- Enthusiasm for design
- Knowledge of Adobe InDesign and Shopify is a plus.
- Excellent interpersonal and communication skills.
- Strong attention to detail.

Compensation:

Hourly Rate Depending on experience

How to Apply:

To apply, please send your resume and a brief cover letter to info@assembly.co. Be sure to include your availability and any relevant experience in the design industry. We'll review applications as they come in and contact qualified candidates for interviews.