

# Sales Account Assistant

Full time permanent position with focus on customer service and sales in our Studio in Mexico City, Col. Roma

We are currently looking for an outgoing, highly organized and enthusiastic/creative person with 1 to 3 years experience within a similar role. An individual who can provide key support and help us manage our busy workflow.

This is a serious opportunity for someone to progress rapidly with the brand and become part of the young team. This is a position in the administration team, not a design position; although an interest in art/architecture and design is an advantage.

Schedule: Tuesday to Friday 9am - 6pm. Saturday 11am - 7pm.

## The position

- managing relationships with retailers, architects and designers
- final customers sale service in our showroom
- quoting products for clients
- answering email and phone requests
- processing customer orders, dealing with logistics
- order related paperwork, including quotations, proformas and invoices
- maintaining relationships with clients by providing support, information and guidance
- presenting the collection to clients
- conducting after sales calls and emails
- attending trade fairs and exhibitions
- attending external sales presentations alongside the senior sales representative when required
- preparation of report documents and gathering research
- work closely with the production team

## What is expected

- excellent organization skills and the ability to prioritize
- outgoing, dynamic and initiative taking
- good problem solving skills
- can do attitude and enjoy being part of a small team
- excellent communication and presentation skills
- good negotiations skills
- fluent Spanish and English verbal and written
- excellent knowledge of Microsoft Office
- passion for lighting, furniture and design

**Studio davidpompa is a lively design studio with a growing range of clients and projects. We are looking for well-organized and enthusiastic young designer to join our team**

## Applications

If this profile matches you and your career plans, please send us your application and resume to [trabajo@davidpompa.com](mailto:trabajo@davidpompa.com)

We look forward to hearing from you.

We will interview candidates on a running basis and we will hire as soon as the right candidate is found.

You are welcome to call on +52 55 6583 5027 in case you have any questions related to the job.

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