

Customer Service & Sales Coordinator

Mexico City



Full time permanent position with strong 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 person with min. 3-5 years experience within a similar role. An individual who can provide key support and help us manage our busy workflow. With excellent written and verbal skills in English.

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.

We are looking for a person with a background in administration or economics, preferably with a minimum of three years of experience in a similar position. We are interested in someone who can provide key support and help us manage our busy workflow.

Main responsibilities

- managing relationships with retailers, architects and designers
- final customer sales service in our showroom
- quoting products for clients
- answering email and phone requests
- processing customer orders, dealing with logistics and shipments
- order related paperwork, including quotations 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
- 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
- methodical workstyle
- excellent communication and presentation skills
- outgoing, dynamic and initiative taking
- good problem solving skills
- can do attitude and enjoy being part of a small team
- good negotiations skills
- fluent Spanish and English verbal and written
- excellent knowledge of Microsoft Office
- passion for lighting, furniture and design
- negotiation skills

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Applications

If this profile matches you and your career plans, please send us your application and resume to job@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.