

SALES COORDINATOR

GL Seaman & Company is a premiere contract furniture dealership with offices in Dallas and Fort Worth. We create beautiful workspaces, provide extraordinary service to our clients, and we believe in hiring the best talent. Our team is growing and if you have experience in commercial furniture or are interested in starting a career in contract furniture, we'd like to hear from you.

A Sales Coordinator serves as primary support for an assigned salesperson(s) overseeing the end-to-end process of customer orders. Working alongside sales, project managers, designers, manufacturers and our customers, you will be involved in ensuring we meet and exceed our clients' expectations. We are seeking individuals who are strong, resourceful and highly organized. Professionals who take initiative, manage priorities and deadlines, work well independently or as part of a team, trouble-shoot issues, and solve problems will excel in this role.

The Sales Coordinator monitors the progress of dozens of concurrent orders and intervenes with various internal and external players to deliver on customer commitments. This role is involved with proposals, customer bid responses, executing design documents, vendor ordering, tracking and status reporting, invoicing, warehouse receiving, delivery and transaction closing. He/she shepherds order progress using business operating system software, email, Excel spreadsheets and verbal communication.

We prefer that candidates have prior industry experience, especially in contract furniture, but with the right attitude and skill set, we're confident you'll acquire a proficient knowledge in no time! Career path opportunities are available within our organization. Successfully mastering this role can lead to growth opportunities into project management or sales. This is a great opportunity to learn the business and advance your career.

Position Highlights:

- Be a self-starter and self-motivator who takes initiative and plans proactively
- Be extremely organized, with good time management skills and the ability to work independently
- Multitask efficiently in a fast-paced environment with a sense of urgency
- Don't be afraid to ask questions or gather missing information
- Possess outstanding interpersonal skills that allow you to build relationships and work closely with all stakeholders to manage expectations and ensure the client's experience is positive
- Possess a strong attention to detail and accuracy
- Have an aptitude for computing discounts and profit margins
- Be proficient with MS Office Suite including intermediate excel skills
- Bonus if you have experience with Core Business Systems and/or 2020 CAP
- Helpful if you have an Associates or Bachelor's degree in business
- Related experience in contract office furniture will be considered in lieu of a degree.