

Sales Assistant

Luxury Design Showroom

Are you passionate about luxury design and ready to take the next step in your career?

Elegant Additions, a leader in high-end architectural plumbing fixtures and fine door jewelry, is seeking a dynamic and detail-oriented Sales Assistant to join our Dallas showroom team. This is an exciting opportunity to immerse yourself in the luxury design industry, working alongside top designers, architects, builders, and contractors across Texas.

What You'll Do

You will work closely with our Sales Team to support a range of showroom and project activities, from administrative support to assisting with client consultations and project management.

Key Responsibilities

- Welcome and assist clients in the showroom with professionalism and warmth
- Answer and direct phone calls, take messages, and manage voicemail follow-up
- Support the sales team with client selections, quote preparation, and order entry
- Create detailed client specification documents and manage administrative tasks
- Maintain vendor communications for catalogues, price updates, and samples
- Ensure the showroom remains clean, organized, and beautifully presented
- Assist in light upkeep of restrooms and client coffee bar; maintain supply inventory
- Participate in project management including:
 - Client follow-ups
 - Processing change orders
 - Reviewing design plans
 - Job site visits (as needed)
 - Problem-solving and issue resolution

What We're Looking For

We're seeking someone who is passionate about design, thrives in a fast-paced environment, and values exceptional service.

Our Ideal Candidate

- Enjoys working with people and collaborating on a team
- Is highly organized and detail-oriented
- Communicates clearly and professionally
- Maintains discretion and professionalism at all times
- Has a positive, can-do attitude and willingness to learn
- Is comfortable using Microsoft Office and learning new software
- Can manage multiple deadlines with efficiency and accuracy
- Is eager to grow within the luxury design industry



Sales Assistant

Luxury Design Showroom

Why Join Elegant Additions?

This role offers hands-on experience in a beautiful, creative environment—with the mentorship and training to grow your skills in high-end design sales and showroom operations.

Benefits

- Health insurance
- Paid time off
- 401(k) with employer matching

Details

- Location: Dallas, TX
- Job Type: Full-Time | In-Person
- Pay: \$20.00 – \$21.00 per hour
- Schedule: Monday – Friday, 8:00 AM – 5:00 PM

If you're ready to contribute to a vibrant team in the luxury interiors industry, we'd love to meet you. Apply now and start your journey into the world of design.

If the position is of interest, please provide a resume and business references to:
laurend@elegantadditions.net

