



F.W. WEBB COMPANY

## Job Posting

Position Title: Showroom Manager

Location: Allentown, PA

Reports To: Operations Manager

Pay Range: \$75,000.00 – 90,000.00 per year

### Responsibilities:

- Oversee day-to-day showroom operations including management of showroom staff
- Identify staff growth opportunities, coordinating vendor trainings accordingly
- Maintain open showroom orders, bid follow up and appointments
- Create and maintain staff schedule to ensure appropriate daily coverage
- Foster a culture of consistent bid follow-up and closely manage bid-reporting
- Liaise with GM and marketing to plan and host industry events to contribute to sales growth
- Enforce Frank Webb Home brand standards and operations
- Identify and address problematic operations and staff
- Monitor progress of sales goals on a store and employee level
- Mentor staff on sales and operational procedures
- Maintain state-of-the-art showroom, ensuring that showroom product is current and presentable
- Coordinate showroom renovations and updates as needed
- Oversee credit & debit reporting
- Ensure accurate product labeling where appropriate, maintaining signage to FWH standards
- Be an advocate and champion for showroom staff
- Provide sales support as necessary

### Qualifications:

- Bachelor's degree or commensurate experience
- 5+ years managerial experience, ideally in a showroom environment
- Knowledge of bath, kitchen and lighting products, strongly preferred
- Strong business acumen
- Familiarity with ERP and CRM systems
- Professional and composed demeanor