

Phoenix Industries: Executive / Senior Executive – Showroom Operations | Welisara

Imagine what **YOU** could do here! At Phoenix, great ideas have a way of becoming great products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish.

Company Profile:



@phoenix_industries_



@phoenix_industries.



@Phoenixindustriesltd



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@Phoenix Industries



www.phoenix.lk

The Role

We are seeking an enthusiastic and detail-oriented Executive/Senior Executive – Showroom Operations to support our team in achieving our sales goals. As a key member of our team, you will be responsible for assisting with various aspects of our retail sales operations, including customer service, inventory management, and sales support. You will also play a crucial role in ensuring the smooth and efficient operation of our retail showroom.

Key Responsibilities

- Oversee all aspects of retail sales showroom operations, including staffing, inventory management, and customer service with the retail manager.
- Develop and maintain strong relationships with key partners, vendors, and customers.
- To deal promptly with customer complaints, in accordance with company policy.
- To ensure that the showroom and all displays are always neat, tidy, and operational.
- Track and analyze sales performance data.
- Manage and motivate a team of retail sales professionals.
- Coordinating, monitoring, and reporting on daily operations.

Requirements

- A bachelor's degree in Sales, Marketing or relevant field from a reputed university is preferred.
- 3+ years of experience in showroom operations.
- Proficiency in MS Office.
- Excellent communication and organizational skills.
- Attention to detail and able to work on a flexible schedule.
- Ability to work independently and as part of a team.

If interested, please send your resume, and cover letter to Careers@Phoenix.lk

