

siemon & salazar

Sales and Marketing Coordinator

Siemon & Salazar is a design studio catering to high-end home décor retailers, interior designers, and art galleries. The studio specializes in handblown limited run glass vessels and lighting of the highest caliber, all made in our studio. There is a very distinctive work ethic at Siemon&Salazar. We have made a concerted effort to hire people who truly care about the quality and quantity of work they produce for this company and it's customers as well as their fellow employees. Each successful person at our company truly enjoys the job they do and the fellowship of their co-workers. Please see our website www.siemonandsalazar.com for more information about the studio.

We are seeking a highly motivated candidate to fill the Sales and Marketing Coordinator position. This is a full time position. The successful candidate will be responsible for the coordination and execution of various sales, customer service, and marketing functions at Siemon & Salazar. The position will develop and maintain excellent relationships with our customers by receiving incoming orders, providing appropriate answers to their questions, workable solutions to their problems, and by providing all the information and expertise necessary to increase sales. The position will seek out and encourage new business relationships as well as work to increase the studio presence in the market.

The ideal candidate has an acute attention to detail, is ready to work under strict deadlines within a challenging production environment, and has excellent verbal and written communication skills. Proficiency in all MS Office programs is critical and additional knowledge in Adobe programs is helpful. This is a position for a self-motivated individual who is able to work independently or with the team. Candidates must be comfortable moving between office and factory setting with extreme temperatures. Previous sales experience a plus. Salary and commission depends on experience. Competitive benefits package offered.

This position offers and encourages potential growth within the company. If you have been looking for a unique opportunity within a creative industry and believe you would enjoy being a team member, please submit a letter of interest and resume and salary requirements to hr@siemonandsalazar.com. Applications that do not include these elements will not be considered. Please do not email or call the studio directly.