

Position: **Drapery/Flooring Expediter-Part Time**

Position: **Reports to Showroom Manager**

### **ABOUT BEYOND SHADES®**

We provide a high quality customer service experience and have serviced some of the most beautiful homes in the Chicagoland area. We value our customers and our employees and we take pride in the services we provide and the beauty we create.

### **WHY WORK AT BEYOND SHADES®**

This is the perfect opportunity for an ambitious, hardworking, expediter to join a successful growing company and make a name for themselves. If you have a passion for customer service, enjoy solving problems, and working with highly creative people, then this is an opportunity for you to shine.

- Part time highly competitive compensation
- Opportunity to grow as the company grows

### **THE POSITION: Drapery/Flooring Expediter**

- Prior experience in a retail environment preferred
- Must be detail oriented and have strong organizational skills
- Ability to multitask and solve problems as they arise
- Set schedule
- Ability to work in fast paced environment and love it

### **RESPONSIBILITIES:**

- This position will handle everything once the product is sold to the time the product is installed
- Manage all vendor relations to ensure product is delivered and installed as promised

- Manage all internal communications as well as customer communications to ensure a positive experience
- Participate in ongoing product/technology training

**WHAT WE ARE LOOKING FOR:**

- Experience in a fast paced retail environment expediting orders
- Positive and friendly demeanor toward every customer, vendor and colleague
- Strong communication skills (verbal and written)
- Ability to effectively interact with all types of people
- Self-starter, quick learner, problem solver, team player

***If you are looking to be part of a growing family of enthusiastic and hard-working individuals, we would love to hear from you!***

**ABOUT US:** We invite you to visit our website at:

<http://www.beyond-shades.com>

**Please send resumes to our HR team at [lauramcadam@profitabilitynow.net](mailto:lauramcadam@profitabilitynow.net)**