

WALTER K.

Job Title: Showroom Manager

Company: Walter K.

Location: 1140 Broadway, Suite 504, New York, NY 10001

Start Date: July 1, 2025.

About Walter K.:

Walter K. is a premium furniture brand with a rich heritage dating back to 1865. Headquartered in Germany, our designs touch the senses, convey emotions, and create spaces where people feel at home. Crafted from the finest leather, fabric, and wood, our furniture represents over a century of commitment to excellence. Featured in world-class architectural projects, Walter K. designs radiate clarity, strength, and a unique aura – ensuring that every piece adds lasting value, generation after generation.

Position Overview:

Walter K. is seeking a resourceful and highly organized Showroom Manager to support its growing North American operations in New York City. The ideal candidate thrives in a fast-paced, design-focused environment and has exceptional attention to detail, strong communication skills, and the ability to manage multiple responsibilities across sales, sales support, product coordination, and administrative operations.

As the first point of contact for clients and partners visiting our NYC showroom, this individual will play a key role in upholding the Walter K. brand experience and ensuring the space reflects our values of elegance, precision, and hospitality. This role requires a hands-on mindset, flexibility, and a proactive approach to both internal team support and client-facing sales activities.

Key Responsibilities:

Showroom Management & Client Experience

- Maintain a clean, polished, and brand-aligned showroom daily (free of dust, marks, and clutter)
- Restock and manage daily business supplies (beverages, office items, etc.)
- Welcome clients for project visits in coordination with the Sales team (greet guests, offer refreshments, manage coats/bags)
- Pull and package material samples for client visits
- Log and track all showroom visits, events, and client trips in Salesforce
- Serve as point of contact for all showroom vendors and coordinate service providers as needed (cleaning, catering, DJ, photographer, etc.)
- Coordinate showroom furniture management and assist with display setup
- Management of showroom brand collaborations.

Sales Tasks

- Responsible for residential enquiries.
- Be able to present and take care of clients who visit our showroom, with external follow up visits when required.
- Take responsibility for specific project enquiries allocated by the team.

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Sales Support

- Assist Sales team with quoting, order processing, and offer preparation
- Fulfill and manage material sample shipments for client projects
- Help organize mock-ups in collaboration with the Sales team

Event Coordination

- Plan events in partnership with Sales team: schedule dates, manage catering/deliveries, and source supplies
- Support event execution: create and send invitations, manage RSVPs, liaise with external vendors

Product & Warehouse Management

- Oversee the showroom's material and finish sample library
- Coordinate product movement to/from warehouse
- Ensure accurate tracking of product usage and availability

Administrative Support

- Complete various administrative tasks including restaurant/hotel/flight bookings, and running local errands
- Manage Salesforce entries and ensure data accuracy
- Track and reconcile incoming and outgoing invoices and receipts
- Deposit checks and prepare monthly expense reports
- Respond to website inquiries in a timely, professional manner
- Assist Sales team with miscellaneous tasks as needed

Requirements:

- Prior experience in a showroom, design studio, or administrative role (ideally in the design or luxury furniture industry) is beneficial.
- Strong organizational and multitasking abilities
- Proficient in Microsoft Office, CRM systems (Salesforce preferred), and general tech-savviness
- Familiarity with pCon or other space planning tools is a plus
- Positive, proactive, and team-oriented attitude
- Enjoys dealing with clients
- Excellent verbal and written communication skills
- Ability to work on-site full-time in the NYC showroom

Supervision:

- Reports to: James Charles–Edwards, Head of Sales USA / UK / Scandinavia

Compensation:

- Fixed Annual Salary: \$80,000
- + commission on individual sales
- + annual company performance bonus.

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Benefits:

- Healthcare, dental, and vision insurance
- Life insurance (\$25,000) at 0% employee contribution
- 401K
- Flexible Spending Account (FSA) for medical expenses
- Paid Time Off (PTO):

Walter K.'s PTO package is above average compared to typical U.S. standards, offering more vacation days and an extended holiday closure.

- 11 x U.S. Holidays
- 15 x Vacation Days
- 5 x Personal/Sick Days
- Office closure from December 24th to New Year's Day

If you're organized, service-oriented, and passionate about design, we invite you to apply and become part of the Walter K. legacy in North America.