AMBASSADOR
MID-WEST
FLOOR

Showroom Coordinator

Location: Glendale, MO
Position: Full-Time, Hourly
Pay: $20–$23 per hour, based on experience
Benefits: Full-time benefits available
Schedule: Monday–Friday, 9:00am–5:00pm, with a minimum of two Saturdays per month, 9:00am–3:00pm

Position Summary

Ambassador Mid-West Floor is seeking a friendly, organized, and self-motivated Showroom Coordinator for our Glendale showroom.

This is not a sales position. The Showroom Coordinator is responsible for keeping the showroom clean, organized, well-merchandised, and customer-ready while providing a welcoming and professional environment for customers and guests.

An important part of the role is helping customers navigate the showroom, locate products and samples that match what they are looking for, and gather basic information about their project so they are prepared to work with a salesperson.

No flooring industry knowledge is required. We are looking for someone who is dependable, customer-focused, highly organized, and comfortable taking initiative.

Key Responsibilities

- Greet customers and guests in a friendly, professional manner.
- Help customers navigate the showroom and locate relevant products, samples, and displays.
- Ask basic questions about the customer's project and help prepare them for a salesperson.
- Connect customers with the appropriate salesperson when sales assistance is needed.
- Maintain a clean, organized, and presentable showroom.
- Dust samples, vacuum, sweep, and maintain the customer restroom.
- Label all samples with Glendale sample stickers.
- Maintain and update promotional POP materials.
- Ensure displays are complete, current, and free of discontinued products.
- Coordinate with manufacturer representatives for missing samples, product knowledge meetings, and display reviews.
- Check samples in and out and order replacement samples as needed.
- Prepare the showroom and office for special customer appointments.
- Decorate the showroom for holidays and seasonal events.
- Identify showroom needs and take initiative to address them.

Qualifications

- High school diploma or equivalent.
- Strong customer service and communication skills.
- Excellent organization and attention to detail.
- Comfortable engaging customers and asking basic questions about their needs.
- Self-starter with the ability to work independently.
- Basic computer proficiency, including Microsoft 365.

- Ability to lift, carry, and move flooring samples and showroom materials.
- Valid driver's license.
- Reliable attendance and availability to work a minimum of two Saturdays per month.

Growth Opportunity

This position is not initially a sales role. However, an individual who demonstrates strong customer skills, initiative, product knowledge, and sales aptitude may have the opportunity to move into a sales position as future opportunities become available.

About Ambassador Mid-West Floor

Ambassador Mid-West Floor has served the St. Louis area since 1985. We are a family-owned flooring company focused on quality products, professional service, and providing an exceptional customer experience.