

Showroom Coordinator | Lawless Upholstery & Furnishings

Full-time | Tues–Fri 9am–5pm, Sat 9am–2pm

As one of the largest showrooms of fabrics and wallcoverings outside of Boston, **Lawless Upholstery & Furnishings** is a one-stop destination for designers and customers reimagining their spaces — from new furniture to custom reupholstery, wallpaper to window treatments.

We're looking for a **Showroom Coordinator** to be the friendly face and organizational heartbeat of our small-but-mighty team. No two days are ever the same here — one moment you'll be helping a customer find the perfect fabric, the next you'll be organizing fabrics or writing up an invoice.

What you'll do:

- Welcome and assist customers and designers with warmth and professionalism
- Keep our showroom organized, inspiring, and running smoothly
- Manage quotes, invoices, and payments across various computer programs
- Collaborate closely with a supportive team that values teamwork, kindness, and great service

Who you are:

- Exceptionally organized and detail-oriented
- A people person who thrives in a team environment
- Tech-savvy and comfortable learning new systems
- Passionate about customer experience and interior design

If you love creating order, helping others, and working in a beautiful, creative space — we'd love to meet you!

Email: shane@lawlessupholstery.com

Lawless Upholstery & Furnishings
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