

**SHOWROOM HOST
FULL-TIME / PERMANENT****CIOT DETROIT - 1080 COOLIDGE HIGHWAY, TROY, MI 48084**

Ciot is a leading importer and retailer of marble, granite, limestone, slate, onyx, semi-precious stone, decorative glass, quartz, ceramic and porcelain stoneware tiles, slabs and mosaics, as well as kitchen and bath fixtures and accessories within the areas served. The company operates showrooms in Detroit, Toronto, Vaughan, Mississauga, Montreal, Brossard, Quebec City, as well as a business office in New York City.

Ciot offers a stimulating workplace, attractive benefits package and a work environment that is favorable to professional growth. If you are seeking a position where initiative is valued and your ambition has no limit, your challenge will be to focus on your capacity to progress in a highly stimulating work environment!

The **Showroom Host** is the first point of contact for our company. The duties include offering administrative support across the organization and ensuring the front desk welcomes guests positively. Hours are Monday, Tuesday, Thursday, Friday and Saturday from 8:30 AM to 5:00 PM, and Wednesday from 8:30 AM to 7:00 PM.

ROLE & RESPONSIBILITIES

- Greet all showroom guests upon arrival;
- Direct showroom guests to the appropriate Design Consultant for their needs;
- Receiving incoming calls and ensures questions and needs are directed to the appropriate person;
- Daily data entry into CRM system;
- Office supply inventory management;
- Maintain front desk and showroom appearance;
- Daily projects and other related tasks as assigned by the Manager.

PROFILE & SKILLS REQUIRED

- High School Diploma or GED;
- Customer oriented, an upbeat, energetic, positive, and professional attitude;
- Minimum of 2 years of relevant experience in similar settings;
- Willingness to learn and take on new tasks;
- Proficient computer skills including Microsoft Office Suite;
- Highly organized and able to multitask in a fast-paced environment;
- Excellent communication skills, both verbal and oral;
- Strong interpersonal skills and the ability to work well as part of a team.

WHAT WE OFFER

- Full-time permanent position;
- Competitive salary;
- Group benefits;
- Professional and stimulating work environment;
- Training and continuous coaching.

If you are interested by the present job offer, please send your curriculum vitae to the following email address: cv@ciot.com or apply online via the Careers section of our website at www.ciot.com.

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