
Sales Assist Intern

Hours: 20–23 hours/week (flexible; some Saturdays)

Location: Lincoln Gallery

Pay: Hourly, Non-Exempt \$15 to \$17 per hour

Reports To: Office Manager

Position Summary

The Sales Assist Intern supports daily operations of our Hunter Douglas Gallery[®], ensuring a welcoming client experience while assisting the sales and design team. This role focuses on showroom coverage, organization, administrative support and marketing initiatives while providing hands-on exposure to sales and design.

Key Responsibilities

Showroom & Client Experience

- Greet clients in person and on the phone with a professional, friendly approach
- Maintain a clean, organized, and visually appealing showroom
- Keep sample books and displays updated and accessible
- Answer and route calls, take messages, and assist walk-in traffic

Sales & Administrative Support

- Assist with lead intake, appointment scheduling, and general inquiries
- Enter and update client information in CRM (training provided)
- Support quoting, data entry, and project organization
- Help track daily activity and basic reporting

Marketing Support

- Assist with marketing projects such as social media content, email campaigns, and promotions
- Help gather photos, client testimonials, and project information for marketing use
- Support preparation for events, showroom promotions, or campaigns
- Assist with organizing marketing materials and coordinating updates

Team Support & Learning

- Shadow sales team to learn the sales process
 - Assist with appointment preparation and follow-up tasks
 - Participate in team meetings and training
 - Provide general support as needed
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HunterDouglas  **Gallery**[®]

6101 S 56th St, Lincoln, NE 68516

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Qualifications

- High school graduate or college student
- Strong communication and interpersonal skills
- Organized, dependable, and detail-oriented
- Positive attitude and willingness to learn
- Comfortable using computers and learning new systems

Work Environment & Physical Requirements

- Retail showroom setting with regular client interaction
- Frequent standing and movement throughout the space
- Occasional lifting (up to 20 lbs)

Team Expectations

- Arrive on time and ready to contribute
 - Maintain a professional and positive attitude
 - Communicate respectfully with team and clients
 - Support a high-quality, 5-star client experience
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