The Coff’s is a family-owned business representing different wholesale manufacturers in children’s clothing, dancewear, cheer, active wear, accessories, and gifts. We have showrooms located in Atlanta, GA at the Americasmart, as well as our primary showroom located in Dallas, Texas at the World Trade Center. The Coff’s have proudly been a part of the Dallas Fashion Center for 30+ years and take great pride in continuing to serve our customers with all of their wholesale needs.

We are looking for someone who is very creative, self-motivated and dedicated to being successful. The position is negotiable for part or full time.

Position Description:

- Manage existing buying accounts and orders, and establish new accounts
- Develop customer relationships and consult them on their store buy
- Maintain product knowledge and manufacturer information
- Support showroom staff in preparing selling materials and making phone calls for other markets and road shows
- Create constant contact Eblast to send out to our customers and manufacturers
- Work market weeks writing orders and assisting staff with projects
- Merchandise showroom for markets and as new lines/merchandise arrives
- Keep website updated with current catalog links and company information
- Manage showroom, office, and road line catalogues and keep them up to date
- Create order forms and excel spreadsheets
- Use Outlook for emailing customers and manufacturers
- Make phone calls for market appointments

Required Experience:

- 6 months to 1 year experience in a wholesale or retail position
- Graphic Design basics
- Proficient in Outlook, Microsoft Sharepoint, Adobe Acrobat, Photoshop, Word, & Excel
- Experience with Vogue Rep a plus

Required Education:

- Either at least an Associates Degree in the field of marketing, sales, and merchandising or pursuing a degree currently.

Skills Necessary:

- Must be self motivated
- Time management is crucial
- Customer service skills required
- Must be able to be flexible to fulfill different roles in the showroom
- Able to work in a fast paced in environment effectively

Please email resume to info@thecoffs.com