

Samples Shipping and Receiving Representative

Position Overview

The Samples Shipping and Receiving Representative will be required to work with our Sample Warehouse personnel to process inbound and outbound sample requests and maintain open lines of communication with our Reps and Clients.

This position will be required to receive and pull orders, pack and ship sample requests, inspect orders for accuracy, count inventory, track orders, document orders with shipping numbers and identify status with Clients and Reps. The ideal candidate has exemplary customer service skills and prefers an active job that involves continuous movement, standing and working with your hands. The Sample Service Representative must be a friendly individual with both the physical and mental acumen to coordinate and prioritize multiple, simultaneous projects on a day to day basis. Excellent people skills are required to maintain good working relationships with coworkers across departments and with our outside sales reps.

Duties

- Assist customers and answer requests professionally and courteously
- Ship and package sample requests in a timely manner
- Cooperate and interact with various departments to resolve sample service issues
- Manage inventory of fabric samples and all other sampling supplies
- Coordinate sample request projects and reports
- Respond to sample request-related emails, faxes and phone calls

Qualifications

- 2 years of recent customer service or related experience
- Excellent verbal and written communication skills
- Professional and courteous phone etiquette
- Great follow-through skills and reliability
- Self-motivation and good people skills
- Organized and detail-oriented
- Ability to succeed in a high-pressure, fast paced environment

About Brentano

Brentano Inc. is an interior textile company located in the northwest suburbs of Chicago. The Brentano Design Studio, led by Iris Wang, has grown from a modest eight patterns in 1990, into an international source for residential, hospitality and commercial fabrics and wallcoverings. The range has expanded to include luxurious vegan leathers, sophisticated indoor/outdoor choices, dynamic stain resistant and easy clean finish options, as well as a beautiful collection of eco-friendly textiles.

Working from their garage and starting with just eight patterns, E-Kwan Chen, CEO and husband to Artistic Director Iris Wang, officially launched Brentano with the nature collection in 1990. Quick to support Iris' vision, E-Kwan provided constant, unwavering encouragement of Iris' endeavors, a tribute to a great life partnership. From there, the business has grown, as have their sources for inspiration. Iris regularly looks to the worlds of fashion, architecture, history, and philosophy for new themes and design direction. Today, Brentano's expansive collection of textiles now has over 250 patterns, all of which embody Brentano's ethos of beauty and performance.

We are dedicated to beauty and performance for interior furnishings. Known for our emphasis on environmental consciousness, our brand continues to deliver innovative and interesting textiles for a range of interior applications with every new collection.

Benefits and Salary

- Health and Dental insurance with premium fully paid by the company
- Employee Pension and Profit Sharing plans
- Employee discount on trade materials
- Full-time Monday-Friday (no remote)
- \$15.00 - \$16.00 per hour

How to Apply

Interested candidates please submit a resume and cover letter to iwang@brentanofabrics.com

Brentano has a policy and commitment to provide equal opportunity for employees and candidates for employment. We support and will cooperate fully in the implementation of applicable laws and executive orders in all of our employment policies, practices and decisions.



Applicants must submit resume and cover letter for consideration. Send to iwang@brentanofabrics.com

BRENTANO™