https://bellia.net/job/sales-design-support-specialist/

Sales & Design Support Specialist

Hiring organization
Bellia Interiors Group

Employment Type
Full-time

Job Location
Woodbury, New Jersey, USA. 100% on-site position.

1047 North Broad Street
Woodbury, NJ 08096

Date posted
November 2, 2026

Description

Start your career in commercial interiors with a team that will help you grow.

Bellia Interiors Group is looking for an organized, motivated, and personable professional to support our sales and design teams at our Woodbury, NJ headquarters.

This position is ideal for a recent graduate or early-career professional who enjoys working with people, has an interest in design and commercial furnishings, and wants hands-on experience in a growing business.

You'll work alongside experienced Workplace Consultants, Interior Designers, and Project Managers, assisting with client presentations, product selections, proposals, and showroom coordination.

This position offers opportunities for long-term career growth in sales, account management, interior design, or project coordination.

Key Responsibilities

- Assist Workplace Consultants and Account Managers with client requests, proposals, and project information.
- Support the preparation of presentations, product selections, and sales materials.
- Coordinate furniture samples, finishes, and product information.
- Help organize client meetings, presentations, and project documentation.
- Assist the design team with product selections, specifications, and finish coordination.
- Communicate with manufacturers and vendors to obtain product information and samples.
- Support coordination between sales, design, and project management teams.
- Maintain an organized, professional, and welcoming showroom.
- Coordinate showroom appointments and assist with client visits.
- Keep showroom displays, samples, and resource materials organized and current.
- Assist with showroom events, manufacturer presentations, and general office coordination.

Qualifications & Requirements

- Strong organizational skills and attention to detail.
- Professional communication and interpersonal skills.
- Ability to manage multiple tasks and competing priorities.
- Comfortable working with clients, coworkers, and vendors.
- Proficiency with Microsoft Office applications.
- Willingness to learn commercial furniture products, design processes, and

project coordination.
- Dependable, motivated, and willing to take initiative.
- Ability to work full-time, on-site at our Woodbury, NJ office.
- Associate's or bachelor's degree in interior design is preferred but not required.
- Previous experience in sales support, customer service, interior design, or office administration is beneficial.
- Recent graduates and early-career professionals are encouraged to apply.

Job Benefits & Perks

- Annual salary of $43,000–$55,000, based on experience and qualifications.
- Hands-on experience working with commercial interiors professionals.
- Exposure to sales, design, project management, and client relationships.
- Training and mentorship from experienced team members.
- Opportunities for advancement into sales, design, account management, or project coordination.
- Collaborative, professional work environment.
- Direct access to company leadership.
- Opportunity to build a long-term career with an established, family-owned company.