



Space makers.
Connection makers.
Culture shapers.



Client Experience & Showroom Intern Furniture

Position Type: Full-time, temporary contract

Location: Edmonton, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Client Experience & Showroom Intern.

Reporting to the Sales Manager, this role is integral to the RGO customer and showroom experience and supporting our Furniture Sales team.

This is a temporary contract position open for a summer student or new graduate looking to gain administrative and customer service experience in a professional setting.

What You Will Do

Client Experience:

- Supporting client experience preparations for groups, including: Welcome signage, name tags, hospitality setup, receiving and setting up catering
- Organize, stock and maintain client hosting area and kitchen supplies
- Ensure the showroom and displays are reset and ready for client visits daily (align tables, push-in chairs, clean whiteboards, turn lights on/off)
- Scheduling or coordinating catering for vendor product knowledge sessions, greeting them upon arrival, and managing setup/tear down of the meeting space

Showroom/Office Support:

- Managing the materials library and ensuring sales tools are organized, put away, and replenished (includes daily reset)
- Order samples for the sales team, receive deliveries, and put them away

Administrative:

- Provide administrative support to Sales Manager for ad hoc sales projects
- Support staff events

- Mail/courier backup

What You Will Bring

- High school diploma. Post-secondary education an asset.
- 1-3 years customer service experience or administrative experience – ability to understand clients needs and ask follow up questions to get all the details.
- Excellent verbal and written communication skills.
- Technology savvy and proficient computer skills. Experience using Microsoft Office is required.
- Positive, optimistic, and naturally inquisitive.
- A team-player who is willing to help all members of the team achieve their goals.
- Very detail-oriented and organized.
- A natural ability to multi-task and prioritize responsibilities.

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

To apply, please submit your application to careers@rgo.ca.

We appreciate the interest of all applicants and candidates for consideration will be contacted. Any offer of employment will be conditional upon the successful completion of background checks, reference checks, and pre-employment health assessments, where applicable.

