

Job Description: Sales Associate

Position Description: This position requires an individual to interact with customers. The objective is to provide both design and product advice, assisting them in making product choices according to their individual needs. It is expected that the individual be a self-starter, personally well-organized/detailed, communicate effectively with all customers, staff, installers, and managers and provide outstanding customer service and follow-up.

Job duties and expectations for this full time position include, but are not limited to:

- Greeting and qualifying customers on the sales floor and determining their wants and needs.
- Answering questions and providing information to customers.
- Assisting customers with flooring/cabinetry choices - explaining features and benefits of various types of products and offer decorating and design advice.
- Keeping up-to-date on the wide selection of products we have to offer.
- Inputting sales, quotes & orders to the computer.
- Schedule and manage installations.
- Networking regularly and working effectively with other store employees.
- Collect and manage accounts receivable.
- Following up in a timely and professional manner with customers on all requests or concerns.
- Visiting customer's homes and/or job sites to measure, as well as provide product and design advice.
- Prospecting for new business.
- Other duties as assigned by supervisor

We offer the following opportunities and benefits:

- Group Health Insurance
- Vacation Days and Holidays
- Matching 401K
- Employee discounts

Work hours are variable, and include evenings and rotating Saturday hours.

A company vehicle will be available for some out of store appointments. If you need to use your own vehicle, you will be reimbursed for your miles

This position reports directly to the Sales Management Team.