



Position: Showroom Sales Representative
Position Type: Full-time
Schedule: Weekdays 8:30 am – 5:00 pm
Saturday 10:00 am – 5:00 pm

Job Overview

We are looking for a person with a positive attitude who enjoys working in a fast paced environment and understands how important customer service is. The successful candidate will be a proven self-starter who like to takes initiative. He/she will be skilled in developing relationships, assessing customer needs and providing advice on available products while providing unparalleled customer service from the initial greeting to the final sale.

Responsibilities

- Serve as the first point of contact for the Groupe Stonetile showroom customer walk-ins and call-ins
- Answer and accurately direct customer requests by asking leading questions and pre-qualifying.
- Administer, verify, and communicate accurate and detailed product information to customers.
- Assist customers with design recommendations and solutions.
- Maintain relationships with existing client list; develop new clients through various industry sources.
- Input and maintain accurate information in Sage Business Vision, and other software as required.
- Obtain purchase orders and/or deposits in a timely manner.
- Maintain showroom for cleanliness and neatness to ensure a favourable and hospitable setting for all customers.
- Maintain appropriate and accurate records of requests for information and materials.
- Assist Reception with answering incoming telephone calls.
- Other duties as required.

Requirements and Qualifications

- 2-4 years sales or customer service experience, preferably in the surfaces or related industry.
- Experience and/or knowledge of interior design.
- Proven sales ability and ability to surpass sales targets.
- Excellent communication skills, both written and oral.
- Self-motivated and able to work as a team.
- High level of enthusiasm.
- Working knowledge of Microsoft Office Suite