

### **SUMMARY**

This position is responsible for proactive selling to new and existing clients by receiving inquiries into the business and converting ideas to remodeling projects. They must provide a level of customer service that consistently exceeds our customer's expectations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** other duties as assigned...

1. Responsible for proactive selling to new and existing clients by receiving inquiries into the business and converting ideas to remodeling projects.
2. Responsible for achieving target dollar volume of quarterly and annual sales goals, as set by Sales Manager.
3. Monitor competition by gathering marketplace information on pricing, products, new products, delivery, and production techniques.
4. Maintain professional and technical knowledge by attending educational workshops; reviewing professional journals; establishing personal networks, and participating in professional societies
5. Identify and recommend changes in products, service and policy by evaluating results, competitive developments, and remaining current in market trends.
6. Maintain client relationships by providing support, information, and guidance.

### **JOB DUTIES AND RESPONSIBILITIES**

- Salesperson will be expected to develop new avenues of qualified leads
  - Take phone calls, lead sheet and enter into database
  - Initial meetings lead to development of design retainer
  - Take development retainer to concept plans and prelim numbers
  - Creation of job book, pass to production, baton pass with client if no job
  - Check in on jobsite periodically
  - Check in with client periodically
  - Assist project manager with client satisfaction
  - Assist in end of project job closeout
  - Establish and maintain good relationships with current subs and vendors
  - Assist in keeping administration current with job prospects, retainers, and signed contracts
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### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree BA or BS from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **COMPUTER SKILLS**

Has advanced specialized computer skills that require mastery of applicable software in such fields as Architectural and Interior Design, Business technical writing and, web based training.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

An NKBA (National Kitchen and Bath Association) Certification is preferred for this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include color vision, close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PLEASE NOTE**

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.

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