

Job **Outside Sales Associate**

Reports to Showroom Manager

Purpose To develop the trade customer base and build sales in the assigned area
To assist Circa Lighting clients in finding that perfect lighting option and to ensure optimal sales and repeat business by providing exceptional customer service

Summary of Essential Job Functions

- Identify and create new Circa Lighting customers through targeted marketing to builders, architects and interior designers
- Assist customers with lighting selections in a manner that maintains long-term customer relationships while also building new ones
- Process sales orders and sales quotes in Storis software accurately and efficiently
- Routinely communicate with corporate offices on sales status and efforts
- Assist with retail showroom sales when necessary

Position Requirements

- 3+ years sales experience in high-end interior design and/or lighting industry
- Keen eye for design and creativity
- Proven track record in sales performance
- Proven penchant for customer service
- Ability to work independently as well as be an effective team player
- Ability to maintain a professional demeanor at all times
- Strong written and verbal communication skills
- Strong work ethic and demonstrated ability to “go the extra mile”
- Exceptional organizational and follow-up skills
- Strong analytical and decision making skills
- Ability to enter data, navigate screens and retrieve data in point-of-sale system
- College diploma or equivalent

Please email your resume and cover letter to employment@circalighting.com

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.