

Job **Showroom Sales Associate**

Reports to Showroom Manager

Purpose To assist Circa Lighting clients in finding that perfect lighting option and to ensure optimal sales through providing exceptional customer service

To process quotes and orders in Storis accurately and efficiently

To minimize returns through initial customer assistance, thoughtful selections, and excellent follow-up with vendors and customers

Summary of Essential Job Functions

- Assist customers in lighting selections that maintain long term customers
- Identify and create new Circa Lighting customers through targeted marketing to builders and decorators
- Process quotes, sales orders, and returns in Storis accurately and efficiently
- Maintain a clean, attractive, and organized showroom appearance to enhance sales
- Maintain accurate store inventory through accurately processing sales, orders, and receiving
- Independently open, close and manage showroom at showroom manager's request
- Routinely communicate with corporate offices on showroom status including: sales, returns, orders and supplies needed

Position Requirements

- 3+ years sales experience (experience in interior design and/or lighting industry a plus)
- High School diploma or equivalent
- Keen eye for design and creativity
- 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 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

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.