

# Glen Ellyn Sales Assistant

DeSitter Flooring is an award winning, 3<sup>rd</sup> generation family owned business founded in 1920. It's our company vision to build relationships for generations by enhancing people's lives where they live, work and play. We are looking for a Glen Ellyn Sales Assistant candidate to join our growing team. The individual should demonstrate strong leadership skills and the ability to be forward thinking, a great team player and the willingness to pursue excellence.

As a Sales Associate Assistant, your primary obligation is to provide support to the selling designers while also contributing to a positive shopping experience for our Guest's through your positive approach, diligence, persistence, thoroughness, and accuracy in your daily support tasks. Note: Ideal position for recent interior design grads or students looking to follow their passion and jump start their careers.

## ESSENTIAL FUNCTIONS

- Greet incoming Guest's entering the showroom, providing them direction and connecting them with one of our Tile design team consultants..
- Answer inbound phone calls & provide immediate assistance to all customers.
- Assist new clients with the scheduling of appointments for all associates, when necessary. This would include providing our Guests with a to-do list of items to prepare for the appointment.
- Document all incoming store traffic in the computer system.
- Provide a utility role, covering "Ups" when everyone is occupied with customers or when there are voids in the schedule (vacations or illness).
- Assist the Merchandiser with the upkeep of the showroom by ensuring all samples, promotional materials and pricing is properly displayed in store and in our computer product file.

## MINIMUM ELIGIBILITY REQUIREMENTS

- Two (2) years working full time in a customer service / sales supporting role or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company. Design students is
- Excellent customer service skills.
- Strong communication skills (oral and written).
- Ability to relate to all types of clients including homeowners, interior designers and builder /contractors.
- Must be a team player willing to help others for the good of the team and company.
- Must be self-motivated and able to multi-task in a fast paced environment.
- Ability to identify and resolve problems in a timely manner.
- Strong computer skills w/ability to navigate easily in a Windows environment.
- Ability to follow company's core values and procedures.
- Willing to work full-time, 5-day work week to include Saturdays.

We provide a competitive salary with full benefits to include health insurance, paid vacation and 401K (w/company match).

We are searching for someone who wants to have a long and successful career with us as we continue to grow our business.

DeSitter Flooring takes great pride in providing a "five star" experience to our customers from start to finish. Our success comes from the help of our talented people and the core values we instill throughout our organization.