

JOB TITLE

Sales Associate

DESCRIPTION

The tasks of the Sales Associate will be diverse, ranging from fielding incoming calls, mentoring office interns towards efficient sales performance, client liasing, representing Calico at special events, and meeting sales targets. The Sales Associate reports to the Sales Account Executive.

REQUIRED SKILLS

- The ability to communicate effectively and present concepts
- Working knowledge of the industry, including awareness of key firms to target
- A strong interest in interior design, pattern design, and graphic design
- Computer skills and experience in MS Office Suite, Photoshop, Acrobat, and Dropbox
- Proficiency with SalesForce; Quickbooks a plus

DUTIES & RESPONSIBILITIES

- Answering phone calls from inbound sales leads
- Account managemet from inception to closing
- Assist with sales initiatives as assigned
- Sales presentations in studio for client visits
- Sales presentations in the field
- Creates estimations and invoices
- Sees sales through to completion and provides excellent customer service
- Complete tasks assigned by company co-founders
- Team player, works well with others in a dynamic office setting

TERMS AND CONDITIONS

Salary position for Monday-Friday in-studio work week. One year contract with annual review. Benefits include paid vacation, holidays, and voluntary participation in Calico Medical Insurance Program.

Send email including cover letter and resume *embedded into the email* to:
rachel@calicowallpaper.com