



OFFICE FURNITURE SALES ASSOCIATE - FULL TIME & PART-TIME

Non-Essential Position

REQUIRED QUALIFICATIONS:

- Proficient in solving simple Math equations
- Proficient Computer Skills (Type 30 wpm)
- Possess Excellent Communication Skills
- Lift, lower, push or pull furniture up to and in excess of 75 lbs, with assistance, as needed.

Must possess the ability to complete the following essential functions:

- Greet and assist walk-in, phone call, and email customers
- Provide customer with product information and advise customer on selections
- Inform customer of services available: delivery, special order, contract sales
- Enter orders into sales system; schedule pickups, transfers and deliveries,
- Schedule and track special orders/requests
- Filing and record retention work
- Display merchandise to attract customers
- Maintain and upkeep Furniture showroom
- Perform other related duties, as assigned

PREFERRED QUALIFICATIONS:

- Prior Sales Experience
- Prior Customer Service Experience
- Knowledgeable in MS Office programs
- Strong Attention to Detail
- Strong Time Management Skills
- Posses Leadership Qualities and Confidence

WORK HOURS:

- 40 hours/week Full Time.
- Flexible schedule from 7:00am to 8:00pm, including weekends, most holidays
- Part-Time, hours flexible.

•BENEFITS:

- Paid HMSA medical, prescription, dental, and vision Insurance
- Paid Holidays (Thanksgiving, Christmas, New Years)
- Paid Vacation
- Paid Sick Leave

COMPENSATION:

- Range from \$9.50 to \$10.50/hour, depending on experience, plus commission.

PLEASE SUBMIT YOUR RESUME.