

# Sales Assistant

INTERESTED IN LEARNING MORE ABOUT THE LUXURY DESIGN INDUSTRY?!

At Elegant Additions, we work with the best manufacturers to provide unique, sophisticated, and chic pieces for all rooms of the house. "Jewelry for the Home". Our clients include some of the top designers, architects, builders, and contractors in the Greater Houston Area, Dallas, and throughout Texas. The Sales Assistant at Elegant Additions will work directly with our Sales Team and be involved in a multitude of assignments ranging from simple administrative tasks to more complex project support, including assistance in client selections and quotes.

## The ideal candidate must:

- Love working with people
- Enjoy multi-tasking in a fun, yet fast-paced, environment
- Have the desire to learn new skills & a keen sense for accuracy
- Possess strong communication skills
- Desire to expand his/her professional horizons
- Understand the meaning of Complete Confidentiality.
- Always maintain a positive attitude, and a professional appearance and demeanor.
- Be extremely detail-oriented and efficient.
- Possess Basic Computer Knowledge (Microsoft Office) and the ability to learn new programs quickly.
- Understand and meet all deadlines and timeframes.
- Possess a passion for being the best!

## Responsibilities:

- Professionally and courteously answer incoming telephone calls, take detailed messages for sales staff, direct calls as necessary and occasionally check and follow up on company voicemail messages.
- Track & distribute client leads to sales team
- Greet and assist showroom guests and clients, making them instantly feel welcome.
- Assist in client selections with sales teams.
- Create client specification documents and assisting with entry of quotes/orders.
- Other sales administrative duties.
- Assist in other departments, as needed.
- Stay in contact with our vendors for catalogue supplies, updated price lists, showroom samples, etc.;; maintain showroom catalogue room.
- Maintain the proper appearance of our showrooms, including light cleaning of showroom displays, showroom restrooms & client coffee bar; will be responsible for supplies in all areas.
- This position will involve project management which includes but is not limited to:
  - Client follow ups
  - Change orders
  - Take-offs from plans or jobsite visits
  - Client selections or reviews
  - Assisting in solving issues



# Sales Assistant

In exchange for your hard work, you will gain a great deal of experience and knowledge in the world of high-end design and sales. We are offering a great career opportunity for the right individual.

The Sales Manager will be your direct report along with accountability to a specific salesperson. This is a full-time position. The ideal candidate will have an opportunity to expand upon their roll with our company.

Job Type: Full-time

Pay: \$19.00 - \$20.00 per hour

Benefits:

Health insurance

Paid time off

Schedule: Monday to Friday

Work Location: In person

If the position is of interest, please provide a resume and business references to:  
[joshuan@elegantadditions.net](mailto:joshuan@elegantadditions.net)

