

Marble and Granite, Inc.

Job Title: Showroom Consultant

Department: Sales

Supervisor: Jonathan Verrengia

Summary of Position:

The showroom consultant schedules appointments and meets with customers in order to sell materials for Marble and Granite. The person(s) in this position is often the first point of contact between Marble and Granite and our customers.

Essential Functions:

The primary responsibility of this position is to meet with homeowners, designers and architects and help them select material. The showroom consultant will process orders, follow-up on deliveries, support various outside sales staff and be a resource for product information. This position will answer calls from potential customers as well as outside sales staff and assist them as necessary.

Secondary responsibility will be to maintain the cleanliness and appearance of the showroom. This person will also coordinate with warehouse staff to ensure the timely presentation of materials, pick ups and deliveries.

Minimum Requirements:

Education: A college degree is preferred

Experience: Some knowledge of the stone industry is preferred.

Preferred Skills/Qualifications:

- **Prior marketing experience a plus**
- **Social Media skills preferred (constant contact, Facebook, Twitter etc.);**
- **The ability to work as a team player is very important.**
- **Multi-tasking skills essential to succeed in this fast paced position.**
- **Outstanding communication and organizational skills; strong writing skills essential**
- **Excellent computer skills and problem solving ability**
- **Detail oriented and strong work ethic**
- **An overriding desire to succeed**

Working Conditions:

This position may require some travel within the general area. This position may also require the attendance at various functions and trade shows for networking purposes.

Training expectations: During the first month this position will require training on company systems, procedures and product details at the Westwood Office.

Base Salary

Potential bonus earnings will be based on an agreed upon bonus structure.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.