



### **Summary of Position**

This is an entry level sales position that will prepare the right candidate for an Account Executive role. This person will work directly with Account Executives and the Studio Manager in order to learn the flooring industry and assist in developing and maintaining relationships.

### **Job Responsibilities/Duties**

- Review all plans to become familiar with the scope of work
- Be familiar with all materials that are specified
- Estimate required material quantities
- Review jobsite conditions if necessary
- Negotiate labor and labor prices
- Bid assembly and proposal presentation
- Manage projects as needed
- Coordinate labor and material arrival on jobsite

### **Environment**

- This position is a balance of field and desk time
- May be required to move products occasionally

**This position is:** Full-Time/Exempt **Salary:** 50k-60k annually

### **Experience/Requirements:**

- Sales experience is preferred, but not required
- Highly motivates, self-starter
- Must be competent with technology
- Must be comfortable with change and open to learning

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_