

# **Kitchen & Bath Details is hiring for a Sales Assistant position**

Kitchen & Bath Details is looking for a part time associate to manage our showroom and assist in the sales/design process. Work along side industry professionals and provide superior customer service in a challenging and rewarding capacity. Assist the Designers, Project Manager and Business Manager throughout the sales process.

## **General Areas of Responsibility:**

Cover scheduled showroom hours.  
Answer telephones and direct calls accordingly.  
Retrieve messages from answering system.  
Meet and greet clients coming into the showroom.  
Be professional in dress, language, and all personal aspects.  
Be a good team member and help others when called upon.  
Generate new sales leads.

## **Key Areas of Responsibility:**

Select and sell decorative hardware and accessories to our clients  
Maintain inventory of all samples (countertops, cabinetry & hardware boards)  
Maintain all decorative hardware and plumbing catalogs and price books (keep them up to date)  
Maintain inventory of literature  
Maintain schedule for countertop template and installation and communicate with client and/or builder  
Maintain schedule for cabinet deliveries with cabinet companies and communicate with client and/or builder  
Assist with countertop quotes and other design needs  
Assist Business Manager as needed

General clerical duties as needed

Light housekeeping duties to keep showroom tidy

### **Skills and Attributes**

The ideal candidate will be a strong communicator, well organized, detail oriented and possess excellent time management skills. The ability to work as a team is crucial.

**Contact:** Please send resume to [info@kbdetails.com](mailto:info@kbdetails.com)

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