

## Job Description

**Position Title:** Sales Designer

**Reports to:** Director of Sales & Customer Success

**Job Status:** Commission

### Position summary:

Sell, plan, and prepare designs for the installation of cabinetry for interiors of residential, commercial, or industrial buildings. Formulate a design which is practical, aesthetic, and conducive to intended purposes or improving lifestyle.

### Essential Functions:

- Develop a customer base and solicit prospective clients.
- Confer with client to determine factors affecting planning interior environments such as budget, architectural preferences, purpose, and function.
- Advise client on interior design factors such as space planning, layout and utilization of furnishings or equipment and color coordination.
- Estimate material requirements and costs and present proposal to customer for approval.
- Render design ideas using computer design software for customer approval.
- Create and submit order paperwork within deadlines and provide installation instructions that are clear, concise and contribute to the overall ability of the team to complete the job successfully.

### Additional Responsibilities:

- Assist with collections, as necessary.
- Responsible for positive interaction & communication with team members, homeowners, installers, and vendors.
- Other duties as assigned.

### Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Management of Financial Resources - Determining how money will be spent to get the work done, and accounting for these expenditures in each proposal.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Persuasion - Persuading others to change their minds or behavior.

### Attributes:

- Originality - The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Visualization - The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Fluency of Ideas - The ability to come up with several ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Speech Clarity - The ability to speak clearly so others can understand you.

**Experience and Education:**

High School Diploma (or GED or High School Equivalence certificate)

At least three years of related sales experience

Design experience preferred

**Physical Demands:**

Action	Rarely	Occasionally	Frequently
Stand			X
Walk			X
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds	X		

**While the company has attempted to describe this position accurately and thoroughly, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or**

<b>Co. Representative Name</b>	<b>Co. Representative Signature</b>	<b>Date</b>
<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date</b>

**without advance notice.**