

## Sales Representative (Full-Time)

---

Job ID: ST636MF Job Posted: August 13, 2020 Job Closes: Sept. 21, 2020
--

Elgin Carpet One is a local, family-owned and operated business that has proudly served the St. Thomas area for over 40 years. We are committed to building honest and lasting relationships with customers, offering friendly and knowledgeable customer service, and providing quality products and expert installation.

By joining our team, you will have the opportunity to hone your customer service, organization and communication skills; to gain knowledge and expertise in flooring, design, as well as general home and flooring maintenance; to learn more about the new home construction process through our builder program; and to work alongside a team of enthusiastic colleagues.

The ideal applicant will be a motivated self-starter with the proven ability to work as part of a team in a busy and, at times, demanding work environment. This individual will be responsible for providing knowledgeable and friendly customer service by recommending suitable flooring products, advising on design options, and performing point-of-sale operations. This individual will also carry out day-to-day clerical and house-keeping operations as part of the sales team. Please see the criteria below for a full list of responsibilities and requirements. Training will be provided on-site. Previous customer service experience is essential.

Full Time

40 hrs/wk some Saturdays

Wages: To be discussed

### JOB RESPONSIBILITIES

- Providing knowledgeable and friendly customer service by recommending flooring products, advising on design and performance options, and performing point-of-sale operations using store software.
- Performing day-to-day clerical operations such as ordering, invoicing, and customer correspondence.
- Assisting with pricing and tagging samples as well as maintain the stocking of store sundries.
- Contributing to the store's marketing initiatives through social media platforms such as Facebook.
- Maintaining store cleanliness and tidiness by organizing samples, cleaning the showroom and other areas, and disposing of garbage when necessary.
- Other duties and tasks as assigned.

### REQUIREMENTS

- Excellent customer service skills and sense of professionalism.
- Excellent organizational and communication skills (English-speaking required).
- Motivated, quick learner with ability to multitask and follow-through on tasks and responsibilities.
- Ability to work both independently and as part of a team.
- Moderate mathematical skills for calculating square footage and pricing.
- Intermediate computer skills, such as ability to use store software (training provided), Microsoft Software (Excel, Word, etc.), perform related internet activity.
- Ability to lift and move heavy objects on occasion.
- Interior Decorating background an asset but not necessary.
- Marketing background an asset but not necessary.

Resumes to: [jobs@employmentserviceselgin.ca](mailto:jobs@employmentserviceselgin.ca)