

# Flooring Sales Assistant/Customer Service

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## Job description

Arko Flooring is currently seeking a knowledgeable, customer-oriented, and motivated individual to fill our Flooring Showroom Customer Service/Admin position. The ideal candidate is friendly and outgoing, will enjoy working with people and take pride in high-quality work. Flooring experience is preferred, but not necessary as long as candidate is willing to increase their knowledge of flooring products.

---- About Us:

We are a fast-growing company eager to tackle any project, from large-scale commercial to small-scale residential. As we expand, we are looking for professional individuals who have passion for their work, communicate, and will strive for both personal and professional growth. We value our clients, relationships and quality of work.

---- Description:

- Promote materials to existing and prospective clients, using a relationship-based approach.
- Work closely with our sales team by explaining product features/benefits to clients, based on their needs.
- Work with vendors via telephone/email to help sales team to secure pricing.
- Help to create sales orders, receive payments and obtain credit authorizations.
- Follow-up with clients after their showroom visit regarding their experience and handle questions or concerns from a customer service standpoint.
- Maintain the organization and appearance of the showroom.
- Stay up-to-date with our wide selection of flooring materials.
- In the future, must be willing to work Saturday mornings, and 1-2 nights per week until 7pm may be needed.

---- Requirements:

- Positive, reliable, motivated and driven
- Professional attitude and professional appearance
- Experience in the flooring industry is a bonus, but not required, will train appropriate candidate
- Ability to create and/or maintain relationships with both existing and potential clients
- Solid working knowledge of Microsoft Office
- Attention to detail is vital
- Top-notch organizational skills
- Must be a team player and possess great listening and communication skills

----- Benefits:

Medical insurance  
Paid time off  
401(k)  
On the job training  
Employee discounts

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour