

KALON SALES ASSOCIATE

A Sales Associate has working knowledge of all facets of the work and the furniture design industry. This roll will be responsible for Wholesale, Trade and Distributor accounts and providing the highest level of care across our entire customer base. Will meet with architects, interior designers and the general public and will handle a multitude of accounts and custom orders. Support the Studio Manager and communicate with the client, senior staff and junior staff with an efficient and clear style.

Job Requirements

- + 3 years minimum of professional experience demonstrated in sales and the furniture design industry
- + Excellent communication skills in clarity and tone, great with people and enthusiastic about design
- + Proficient in Adobe Creative Suite, iWork

Skills

- + Display a strong work ethic, honesty and adhere to the company's mission and values, policies and procedures
- + Reliable, responsible and dependable in fulfilling obligations
- + Creative problem solver
- + Excellent organizational and time management skills
- + Ability to work in fast-paced environment and to handle multiple high pressure orders at the same time
- + Is able to quickly move from one task to another while maintaining awareness of all the balls in motion
- + Remain positive and open to change and react calmly and effectively in high stress situations
- + Be a clear thinker, remain calm, and resolve problems using good judgment
- + Work cohesively with all levels of management and co-workers as part of a team

General Responsibilities

- + Create and manage sales strategies
- + Manage showroom appointments
- + Primary point of contact for trade, wholesale, distribution and custom clients
- + Manage and cultivate strong relationships with trade, wholesale and distribution accounts
- + Manage high value and custom orders
- + Generate leads and follow up on inquiries using CRM tools
- + Create quotes, order acknowledgments and invoices in company software
- + Actively oversee and manage long lead-time, high value and custom orders ensuring status is properly and consistently communicated to clients in clear manner
- + Manage and oversee fulfillment of orders with freight companies and any resulting damage claims
- + Consistently follow up with clients to ensure their needs are met
- + Properly manage client expectations
- + Provide guidance to customers based on excellent firsthand product knowledge
- + Provide technical guidance in terms of material, finish, certification standards, dimensional information and customizable options for products

Please respond with the following to careers@kalonstudios.com

- + Resume
- + 2 professional references
- + Cover letter
- + Date you can start