

# KALON SALES ASSOCIATE

Kalon Studios is seeking a Sales Associate to join us in championing American-made, sustainable furniture design. We're looking for someone who has a working knowledge of the furniture design industry and a passion for good fits and exciting opportunities. You'll be responsible for cultivating relationships with potential retail partners and prospective clients and will manage our slate of wholesale, trade, and distributor accounts, providing extraordinary care across our customer base. You'll be the main point of contact for architects, interior designers, as well as accounts and custom orders. The ideal candidate is a clear communicator who is warm and personable. Bonus points if you remain calm and collected under pressure.

## 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](mailto:careers@kalonstudios.com)

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

This position is full-time and includes benefits. Candidates selected for an interview will be provided with a more detailed job description. First round of interviews are held via phone, second round of interviews are held on site.