



POSITION DESCRIPTION
SHOP AT HOME OUTSIDE SALES

Job Summary

A Shop at Home representative works as an independent contractor who offers customers the convenience of choosing flooring products, services and solutions in the comfort of their own homes. This person will always be cognizant of company margin. The individual will be organized, outgoing and possess an entrepreneurial spirit. He or she will receive top compensation, a rewarding work environment, growth and career opportunity. He or she will provide exceptional customer service at all times. As an outside sales representative, this person will be responsible for business development, sales presentations and networking.

Location

Various territories throughout Chicago and the suburbs

Direct Reports

None

Reports To

Sales Manager

Duties and Responsibilities

- Respond to all sales appointments within a region scheduled through company generated leads
- Conduct "in home" customer visits to present products and services
- Increase the customer experience by presenting all new products and services through up selling techniques
- Attend ongoing training regarding sales initiatives and product offerings
- Create and exhibit a sense of ownership
- Achieve sales goals set by company
- Maximize conversion rate
- Ensure customer satisfaction

Training and Experience

Education: Associates Degree or equivalent work experience

Experience: Three (3) years in an outside sales environment, flooring industry a plus

General Skills:

- Excellent customer service skills
- High level of motivation and an entrepreneurial spirit
- Strong negotiating skills
- Strong verbal and written communication skills
- Possess a personable and professional demeanor at all times
- Use clear concise diction and vocabulary
- Ability to utilize a tablet like PC as a sales and measuring tool
- Ability to multi task
- Excellent organizational skills
- Display an enthusiastic and friendly attitude
- Basic understanding of Microsoft Office applications
- Strong decision making skills

Work Environment

This position is within a self managed work environment within the Chicagoland area that requires daily travel inside a local territory. This individual is responsible for his or her own reliable transportation. Time spent within private residences will be required. Position may require a flexible schedule, extended hours, weekends or evenings to accommodate customer needs.

Note: This is a general description of the duties and responsibilities most frequently required of this position. The company may from time to time request that the incumbent perform other related tasks and assume reasonable responsibilities that have not been specifically included in this description.