



Position: Cabinet Sales Assistant

Nonn's Kitchen Bath and Flooring is currently seeking a qualified candidate to succeed in the role of Cabinet Sales Assistant at their Waukesha, WI location. Join a team with a 30+ year commitment to offering first-quality materials, competitive prices, and unmatched service.

The **Cabinet Sales Assistant** is a full-time hourly, non-exempt position for residential or commercial markets with the responsibility to achieve specified sales and margin goals by providing the highest level of customer service through continued product knowledge attainment and refinement of sales techniques while adhering to company policies and procedures.

Essential Duties/Responsibilities:

- Price out cabinets, hardware, and countertops.
- Draw cabinetry layouts in 20/20 computer program
- Enter orders in store's computer system, maintain email correspondence, use Excel and PowerPoint programs
- Maintain showroom samples/literature/updates
- Comply with Safety policy and procedures
- Help with other administrative duties as needed

Qualifications:

- A 2 or 4 year degree in Interior Design preferred but not required.
- Working experience with 20/20 computer program in either residential or commercial markets.
- Ability to comprise proposal from estimator's information.
- Ability to read and analyze blue prints and technical data.
- Organize and assemble installation information.
- Ability to develop and deliver sales presentations.
- Ability to create, compose and edit written materials.
- Local travel to current and potential customers/clients.
- Possession of a valid driver's license and an acceptable driving record.
- Ability and willingness to work a flexible schedule as required.
- Proficient in computer spreadsheet programs, e-mail, Word programs and learn the company computer program.

Nonn's Flooring was founded over 30 years ago, and over that time, we've become the largest independent retailer of flooring in Wisconsin. Since then, we've added counter tops, cabinets and appliances to our selection of products, making us the first stop for Wisconsinites looking to create the home interior of their dreams. Ideal candidates are personable, trustworthy and are extremely hard-working. Come be a part of the 30+ year tradition of excellence Nonn's is known for.

Nonn's Flooring, Inc. is an Equal Employment/Affirmative Action Employer.

Keyword Search: cabinets, countertops, cabinetry install, sales, retail, administrative, assistant