

## Position: Retail Flooring Sales



The **Retail Sales** position is a full-time position with Nonn's Flooring at their Middleton, Madison and Menomonee Falls locations. This position reports directly to the Showroom Manager with the responsibility to achieve specified sales and margin goals by providing the highest level of customer service through continued product knowledge attainment, refinement of sales techniques while adhering to company policies and procedures.

### Essential Duties/Responsibilities:

- Assist customers/clients in selection process and active in the up's system.
- Enter and process all paperwork, submit install packets.
- Make jobsite visits.
- Achieve sales and margin goals monthly and annually.
- Develop and maintain sales materials and keep current on product and industry knowledge.
- Ensure that the showroom and personal workspace is maintained in a neat, clean and orderly manner.
- Provide product samples to customers/clients in accordance with company policies and procedures.
- Assist the customer/client with the interior design service that they require while taking into consideration stock materials and purchase programs that have been established with preferred vendors.
- Provide product and installation quotes to the customer/client in a timely manner while utilizing internal company support staff in accordance with company policies and procedures.
- Adhere to company policies and procedures regarding the internal order entry paperwork processes, installation department procedures and credit department requirements.
- Maintain contact with the customer/client throughout the sales/installation process to insure maximum customer/client satisfaction.
- Handle all customer/client service situations with urgency and communicate as needed with showroom manager and service/installation department.
- Participate in marketing events such as seminars, tradeshow and builder meetings as required.
- Other duties as assigned.

### Qualifications:

- A 2 or 4 year degree in Interior Design is preferred but not required.
- 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 company computer system.

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 countertops, cabinets and appliances to our selection of products, making us the first stop for Wisconsinites looking to create the home interior of their dreams.

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