

Position: Sales Support Specialist, Furniture

Job Description:

We are looking for candidates with a range of experience, from junior to experienced Sales Support/Project Management.

This position is not remote and is located in Concord, CA

The Sales Support Specialist will report to the Furniture Division Director to provide project management, coordination, and general administrative support for all furniture orders. The primary role will be to support the sales team in the greater San Francisco Bay Area, with secondary focus on furniture orders outside the region. The goal is to help grow the furniture division both in revenue and profitability.

Duties (to include but not limited to):

- Handle customer inquiries, passing prospects on to sales teams; this should be listed later
- Assist with quotations, as needed, or update to match purchase orders;
- Work with Project Matrix/Project Spec to support the team in the development of complex quotations and estimates;
- Coordinate designs with outside designers, in support of the sales process;
- Process purchase orders and work with order entry staff to ensure orders are entered into the system correctly;
- Clerical and administrative support for furniture division;
- Assist with installation scheduling and manpower loading for assignments; remove
- Work closely with installation, sales and accounting staff to ensure coordination and completion (billing) of orders;
- Obtain quotes from subcontractors, and coordinate with order entry staff on issuance of purchase orders for job, to assure the company has a paper trail for work assignments, and aligning with the specific client purchase order;
- Support sales team by managing samples delivered to prospects, and coordinating the return of samples to our storage spaces;
- Assist in the business development initiative to address clients in the “higher education” sector; might remove this
- Identify key prospects in region
- Assist with development of marketing plan for prospects
- Work with Outside Sales Team to introduce the company and activate sales plan

Salary commiserate with experience and bonus program

Generous benefits

Job Type: Full-time

Pay: From \$30.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Travel reimbursement
- Vision insurance
- Work from home

Schedule:

- Monday to Friday

Work Location: In person

