



POSITION DESCRIPTION

Casual Sales Consultant

Job Title: Casual Sales Consultant

Reporting to: Assistant Showroom Manager

Location: Tait Melbourne Showroom, 209-211 Smith Street, Fitzroy

Hours:

This is a casual sales position, with room for increasing hours as the season or general demand increase. Working hours will be as directed by management but will include a regular Saturday shift.

Key External Relationships:

Retail and trade customers and other external suppliers.

Purpose of the Position:

The primary focus of this role is to drive retail sales opportunities through the showroom, whilst providing excellent customer service. This includes providing prompt and professional quotations and communication with clients, processing orders and following sales through to delivery. The role represents the public face of the Tait brand and requires experience in premium product sales and exceptional communication and presentation skills.

Responsibilities:

In this role you will be required to:

- Consult customers with the objective of taking new orders in order to meet monthly sales targets.
- Maintain a high level of customer service.
- Provide information and quotes to clients in an accurate and timely manner.
- Systematically follow-up on quotes and customer inquiries.
- Follow through the standard daily administrative procedures.
- Assist the residential sales team as directed.
- Weekend work is required.

General showroom upkeep and visual merchandising:

- Maintain showroom merchandising standards.
- Assist (assistant) showroom manager with visual merchandising where required.
- Maintain a slick and clean showroom which includes general cleaning, keeping all areas neat
- and tidy, caring of plants, rubbish removal, etc.
- Open and close the showroom.

HEADQUARTERS

1 Milne Street, Thomastown VIC 3074

(03) 9495 0966

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Personal Qualities & Behavioural Traits

Essential:

- Sales and customer service experience.
- Excellent presentation, communication and organisational skills.
- General computer experience including Microsoft Word and Excel.
- Team Player.
- High standard of personal presentation Passionate about furniture and design Ability to work autonomously and in a team Confidence.
- Ability to close a sale.

Desirable:

- Proven sales record.
- Visual merchandising experience
- Time management skills
- An eye for detail
- A design background or industry experience in design sector.

Computer Literacy

- Proficiency across Microsoft applications is necessary.
- Experience with customer database management.
- Ability to use 2&3D file software would be an advantage

Conditions:

- This is a casual position – hours will be as directed by management
- Regular weekend work is required
- Attendance at industry events/trade shows may be required

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