



Title: Luxury Sales Associate
Reports To: Sales Manager

Department: Sales
FSLA Status: Exempt

Job Summary

The Luxury Sales Associate is responsible for prospecting new clients on a daily basis, as well as continually fostering relationships with existing clients.

Duties and Responsibilities

- Continually learn and gain expertise in full line of products offered
- Follow all procedure related to financing and credit purchases
- Work with VP of Sales and Sales Manager to set goals each quarter
- Adhere to internal policies and procedures for each store location including daily preparation and closing
- Prospect and network for new clients daily (5 minimum required), as well as contact existing clients regularly to share product updates or purchase opportunities
- Provide best-in-class store tours for new clients as per department standards
- Provide innovative solutions for each client through state-of-the-art system design and personal service
- Use internal Point of Sale (POS) system to enter client proposals, close purchase, and maintain client history
- Attend weekly sales meetings and training sessions scheduled by VP of Sales
- Communicate on a regular basis with multiple departments including Custom Installations, Accounting, Purchasing, and Warehouse to determine status on outstanding projects
- Communicate to client all necessary changes or amendments regarding purchase and installation status on a timely basis
- Schedule and perform final walk-through at client location to ensure quality of finished installation and client satisfaction
- Resolve all client issues and communicate with management regarding actions taken
- Regularly follow-up with clients showing outstanding A/R or payment issues

Required Skills, Education and Experience

- High School Diploma or GED required
- Minimum of 1 year of experience in an sales environment, preferably related industry and products
- In-depth knowledge of automation product lines and ability to read room plans a plus
- Demonstrated customer service skills
- Basic computer skills including MS Office, with ability to adapt to new software or internet-based programs
- Strong verbal and written communication skills
- Ability to work in a team environment
- Clear attention to details and ability to multi-task
- Strong work ethic and reliability
- Ability to maintain confidentiality
- Possesses a pleasant and professional demeanor



Work Environment and Physical Requirements:

- Retail store
- May be exposed to prolonged noise or moving equipment
- Ability to sit, stand, or walk for extended periods of time
- May occasionally lift objects over 25 pounds
- Requires adherence to a set schedule

Starpower is an equal opportunity employer and will provide reasonable accommodations to perform the duties of this position.