



**Stone is our World.**

## Job Description

Position: Selection Coordinator/Showroom Lead

Reports To: Sales Manager

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Position Summary:

Work with homeowners and industry professionals in the countertop selection process.

Duties and Responsibilities:

- Assist customers with the slab selection by getting to know about the project, explain the price structure, show available slabs, and provide information on care and maintenance.
- Interact, develop, and maintain a professional relationship with external customer including designers, builders, cabinet shops, fabricators, and through industry associations.
- Respond to all customers inquires and concerns.
- Answers phones and greets visitors courteously, determines their needs and direct them to the proper person and/or office.
- Select, and coordinate showroom changeout.
- Calculate, log and notify management of weekly and monthly numbers.
- Work Saturdays as needed
- Perform weekly cleaning of office and warehouse, including washing windows, sweeping, mopping, vacuuming, dusting, and emptying trash, organizing samples and other duties as necessary.
- Attend or call in on sales meetings and provide updates on geographical area.
- Other duties as assigned.

Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- High school diploma required.
- Experience and or knowledge ranging from interior design, rock industry, or color coordination preferred.
- Must be able to utilize technology such as cell phones, computers, and the internet.
- Microsoft Office experience is preferred.
- Must have a valid driver's license and a driving record that meets company standards.
- Strong verbal and written communication skills required.
- Ability to prioritize and plan work activities to complete task on time.
- Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Able to work independently as well as in a team environment.



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### Physical Demands /Working Conditions:

To perform the job successfully, an individual should demonstrate the following physical abilities to perform the essential functions of the position.

- Ability to sit or stand for an extended period of time.
- Work in an office and warehouse setting.
- Will occasionally be required to lift up to 20 lbs.
- Occasionally will work longer than 8 hours a day and some weekends.
- The employee will be required to travel to customer accounts on either a day trip or overnight if the situation warrants.