

Flagship Location:

28 Bates Road
North Market Mashpee
Commons
Mashpee, MA 02649



Job Description – Sales Associate Saturdays from 10AM – 5PM

The position of Sales Associate is a pivotal member of our team at 'g' Green Design Center. We are small company that has one showroom in Mashpee Commons on Cape Cod, and that serves as well as our franchise headquarters. There are two other showrooms already open (in the Boston and Toronto metro areas) and additional showrooms will be opening over the course of the next few years. The Saturday Sales Associate position works with the members of the team and serves as the primary Sales person on Saturdays throughout the year. There is a good amount of client interaction assisting individuals in their product selections for home improvement projects.

The Saturday Sales Associate (SSA) has the opportunity to be involved with many aspects of the 'g' Green Design Center showroom. The individual will be interfacing with clients to both help with product introduction/education and selection for design projects as well as retail purchases. The SSA also acts as a community educator through use of social media tools such as weekly posts about products, showroom and green community events, and local and global sustainability/green building and design news on the 'g' blog, facebook and twitter. Another important role of the SSA is to keep a pulse on inventory and showroom product literature.

A positive attitude and willingness to fill in where needed is essential. Communication with other staff is critical to the successful flow of information from Saturday to the new workweek. An interest in design is considered a plus, but is not mandatory. An interest in the environment and sustainability is required. Hourly wage with employee benefits.

Some of the SSA's specific roles and responsibilities include:

- Assist customers in showroom
- Prepare quotes and/or invoices for customers you've assisted and as requested by Sales Associates
- Mix paint – for customer orders
- Pump paint (& Paint mixing machine maintenance)
- Bi-monthly updates of customer emails on Constant Contacts
- Weekly posts on the 'g' blog
- Update Lightspeed with new information including product/supplier/customer data
- Maintain stock of product literature on showroom floor and archives
- Sticker new product brochures with 'g' logo
- Organization/management of back office files
- Assist with updates to product price lists
- Answer phone
- Distribute mail
- Take out trash and recycling
- Nightly close reconciliation and preparation bank deposit
- Inventory and updating of showroom samples
- Fine tuning of organizational systems to aide retail operation
- **Assist President with special projects:**
 - **Occasional administrative tasks**
 - **Special event mailings**
 - **Set-up for special events**
- Search for/review new products under guidance of President
- Assist other employees with their work

Irregular:

- Occasionally create purchase orders, receive products and maintain inventory for retail products area of showroom
- Assist with repair of store equipment and re-organization of showroom floor
- Attend workshops and seminars

QUALIFICATIONS/EXPECTATIONS:

- Directly responsible to President and receive instructions from President and Sales Staff
- Need to be responsible handling money.
- Needs computer proficiency in MS Word and Excel, Internet proficiency. Training will be provided for additional computer programs used within the company
- Experience with social media tools a plus
- Need to be able to deal with the public in a helpful and professional manner.
- Need to be available and flexible for coverage of regular showroom hours.

Please send a cover letter indicating your specific skills applicable to this position along with a resume to: info@ggreendesign.com. Please visit our web site to learn more about the company at www.ggreendesign.com