



103 Jayhawk Drive
Jeannette, PA 15644
#724-523-6190

Location:	103 Jayhawk Dr, Jeannette, PA 15644	Driver's License Req:	Yes
Job Title:	Junior Showroom Consultant	Job Category:	Office
Email:	jeremiah@excelglassandgranite.com	Phone:	724-523-6190
Supervisor:	Jeremiah Lewis	Position Type:	Full Time
Pay/Salary:	TBD	Shift Hours:	8A-4:30P M,T,T,F 11A-8P W

JOB DESCRIPTION

Role Expectations:

- Welcome clients, explain and show products/services
- Preparation of quotations, follow-ups, and documentation
- Enter and process client orders
- Participation in showroom events
- Showroom upkeep/shared housekeeping tasks
- Answering client phone calls and responding to emails
- Capable of managing multiple tasks and projects simultaneously

Qualifications and Education Requirements:

- High School Diploma or GED
- Driver's License Required
- NO EXPERIENCE IN SALES NEEDED

Preferred Skills:

- Computer Skills
- Customer Service
- Interest in learning sales, industry trends, and a passion for design

Benefits:

- Medical, Dental, and Vision
- PTO and Paid Holidays
- 401K with company match
- Supplemental, accidental, and personal insurances



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