**JOB DESCRIPTION**

**Beaver Homes & Cottages Sales Specialist**

This position will be responsible for selling design solutions and expert installation for Beaver Homes & Cottages. Daily operations will include cultivating strong customer relationships, providing clients with professional advice and recommendations, calculating quotes, managing projects, and coordinating with suppliers and installers.

**Core Competencies**

* Minimum of 3 years’ work experience as a construction sales consultant;
* Proven experience in sales and customer service;
* Self-motivated, initiate sales tasks without assignment;
* Knowledge in autocad or similar and Microsoft Office;
* Ability to plan, organize, and manage multiple projects from start to finish;
* Excellent written and oral communication skills;
* Strong attention to detail;
* Willingness to learn, with a positive, professional attitude;
* Ability to work some evenings and weekends.

**Job Responsibilities**

* Develop referral network of clients;
* Foster relationships with suppliers, contractors, and installers;
* Resolve customer, contractor, and installer issues;
* Provide accurate measurement on new or existing builds/renovations;
* Prepare proposals, quotes, designs and contracts to present to clients - calculate install prices, effectively manage costs, and process payments;
* Perform administrative tasks to process quotes, product orders, sales, and conversion reports;
* Order building materials;
* Plan promotions and execute events;
* Other related responsibilities as directed by supervisor

This position reports to the **General Manager.**

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**