



# WELCOME TO CONTEMPORARY OFFICE INTERIORS

## Job Description

Job Title: **Sales Representative (Winnipeg, MB)**

Department: **Flooring**

Reports To: President Flooring

Prepared Date: June 2021

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## SUMMARY

As a privately-owned Herman Miller certified dealer and commercial flooring provider, we prioritize people, productivity and value to create more than a place to work— we create a space to succeed.

Our passion is creating a better world for all of us. We work for the health and wellbeing of our customers, our employees, the environment, and the community. We do all this by providing furnishings and related services that improve the human experience, wherever people work, heal, learn, and live. In the end, the solutions we invent help our customers' organizations (and our own) perform better.

## JOB

Responsible for achieving assigned sales goals for both dollar volume and profitability while maintaining a high level of customer satisfaction. Identify, price, close and project manage Flooring projects.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Scouting and identifying possible floor covering opportunities
- Either working alone or with a supplier – secure the specification of the flooring
- Monitor tendering process for the project
- Obtain drawings, review specifications, get any clarifications required
- Pass off complete package, including deadlines, to Estimating for full quantity survey and specification review
- Negotiate pricing on all required products
- Submit pricing to customer
- Negotiate and/or close the deal, including all terms and credit requirements
- Upon award, clearly enter all data into CORE, including all quantities, delivery requirements and specification required for Procurement to purchase the material
- Manage the project, including communication with Project Manager regarding timelines, timely processing of change orders, monitoring of on-site progress, timely passing along of any deficiency reviews, timely processing of invoicing
- Follow up as required on future opportunities
- At all times, project a professional appearance, at an appropriate customer level
- At all times, represent COi and all our affiliated business units and always look for cross selling opportunities.
- At all times, communicate all potential or actual problems to the President - Flooring
- At all times, be respectful of all team members, vendors and customers.

## QUALIFICATIONS

Demonstrated commitment to professionalism, integrity and sound judgment in conducting business transactions and providing a high level of customer satisfaction. Organizational skills to monitor multiple complex projects simultaneously. Good written and verbal communication skills.



## EDUCATION and/or EXPERIENCE

Minimum of two years' experience in sales within the flooring industry. Prior installation background an asset.



### The Right Fit:

We care about who you are as much as what you've done. You're a great fit for this opportunity because you're:

- **Strategic** – you're always thinking several moves ahead, adding value every step of the way to win an even larger share of customer spend.
- **Driven** – you love finding a opportunity, tracking it down and closing the deal.
- **Customer focused** – you see every decision through the lens of the customer, winning their loyalty by constantly putting them first.
- **Organized** – you are able to multi-task without dropping anything, because you have systems and a mind for details.
- **Conscientious** – you have strong attention to detail and outstanding follow through, because you care about the impact your work has on all involved.
- **Open** – you share your thoughts freely, collaborate well, and welcome feedback on your work.
- **An exceptional communicator** – you are service orientated adjusting your style to suit your audience and achieve clarity in every medium.

Above all, you care. The outcomes matter deeply to you, and those include the project success, the bottom-line impact, and the relationships you build along the way.

**Disclaimer:** *The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such duties as required.*

**Please send your resume and cover letter to our HR department at [HR@coi.bz](mailto:HR@coi.bz).**

