



F.W. WEBB COMPANY

Job Posting

Position Title: Showroom Sales Consultant

Location: Allentown, PA

Reports To: Showroom Manager

Responsibilities:

- Process and maintain wholesale and retail orders
- Work closely with IS/OS sales staff to meet clients needs
- Create transfers between various FW Webb locations
- Assist Clients with product selection
- Obtain specialty material through the use of purchase orders
- Effectively handle customer service issues
- Schedule and manage customer deliveries
- Produce bids for customer approval
- Manage credits to FW Webb standards

Qualifications:

- Has working knowledge of voicemail, e-mail, Excel, word, internet and web browsers.
- Strong Sales aptitude required. Previous sales experience preferred.
- Effective verbal and written communication skills.
- Strong customer service focus and quality orientation. Demonstrate an ability to create a positive FW Webb experience during every customer contact.
- Comfortable working in a fast paced office environment.
- Be able to conduct themselves in a professional manner at all times
- Must be able to work flexible hours, including Saturday