

**Furniture Sales Person**  
**Office Furniture and Supplies**  
**Windsor, Ontario**  
(File Reference: FSP-2016)

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On behalf of our Client, a leading Office Supply and Furniture Distributor, we are pleased to be conducting a search for a **Furniture Sales Person**. Our Client is well established with over 60 years in business and is known for outstanding customer service, and is a leading supplier of office supplies and equipment as well as high quality office furniture in Windsor, and across Southwestern Ontario.

This is a full time inside furniture sales position ideal for sales-oriented, competitive, passionate individual who enjoys working with sales targets with high attention to detail. Providing a high level of exceptional customer services is something you take pride in and learning new products. This position will be required to work evenings and weekends. There are great opportunities for career progression within organization for a high performer who consistently exceeds results.

**GENERAL ACCOUNTABILITY**

- Answer Customer Service phone calls relating to Furniture sales inquiries.
- Greet customers in showroom answering product questions and making recommendations to best meet customer needs.
- Utilize systems and procedures, deliver exceptional customer service on all interactions, give all customers consideration and respect, understand their needs, and consistently meet or exceed customer expectations.
- Complete rough layouts for room placement of furniture.
- Prepare quotations for customers including special orders completing accurate mark-ups and discounts emailing customers formal quote.
- Learn and maintain solid product knowledge on manufacturer-specific furniture and manufacturer-specific rebate and incentive programs.
- Attend factory-sponsored training classes as scheduled by management.
- Attend supplier-specified training courses as scheduled by management.
- Keep customers updated by phone as to the progress of their product delivery following up on orders.
- Project a positive attitude for the benefit of our customers and fellow employees.
- Maintain showroom including dusting of product.
- Ensure that all work performed is thorough, accurate and completed in a timely fashion.
- Other duties as required.

**OVERALL REQUIREMENTS**

- Completion of post-secondary education in business or marketing.

- 1 – 3 years sales experience with prior retail sales experience in office furniture an asset.
- Strong mathematical abilities.
- Proficient with Microsoft Office.
- Excellent communication and teamwork skills and a proven track record of building and maintaining customer relationships.
- Ability to meet sales targets and deadlines.
- Strong organizational skills and attention to detail with paperwork.
- Prior retail sales experience in office furniture an asset.
- Knowledge of ergonomics and space planning an asset.
- Enjoys learning new products and up-selling benefits to customers.

Our Client offers competitive total compensation including a competitive starting wage, group benefits, and the opportunity for career development over the long-term for well qualified and motivated candidates.

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*For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):*

**Recruiting Associate**

**SHRP Limited | [www.savinohrp.ca](http://www.savinohrp.ca)**

**[deb@savinohrp.ca](mailto:deb@savinohrp.ca)**

*All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.*

***We are committed to providing accommodation for persons with disabilities.***

*Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).*

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