



Overview of the Position:

The Retail Sales Agent is a key member of our team, directly reporting to the Owner and closely interacting with our installation team. This role is responsible for execution of the conversion of walk-in customers to satisfied clients.

A key factor in our recruiting effort is to find a candidate that has a strong alignment with our core values and our dynamic company culture. We do our jobs well and have fun doing them.

Important Note: Please read the Response Information at the end of this job description before applying. We will NOT consider applicants who have not followed the instructions.

Accountability	Associated Tasks
Telephone/Email Reception	Receive and forward telephone/email inquiries
Lead Conversion	<ol style="list-style-type: none">1. Customer First Contact Greeting/Presentation2. Customer Information Data Collection3. Production Demonstration/Presentation4. Project Quotes5. Product Delivery & Customer Training
Retail Administration	<ol style="list-style-type: none">1. Team Player2. Record Keeping3. Open/Close of Register4. Product Knowledge5. Policy Knowledge6. Risk Management7. Product Tagging/Sales Event Tagging8. Showroom Organization & Cleanliness

Company Profile:

Our company is all about helping our customers better enjoy their driving experience. We are a collective team of enthusiasts that are passionate about providing a high level of customer service and top quality, cutting edge electronics products.

Response Information:

To apply to this position, please email your resume and a cover letter that includes the following table to info@extremeaudio.org. Under "I meet this qualification" please write "Yes" or "No" in **Blue Text**.

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Section 1: Confirm that you meet the required qualifications	
Required Qualifications	I meet this qualification:
"Technical Skill" required qualifications:	
Demonstrated experience working as a key retail sales agent	Yes / No
Track record of proficient customer service skills and delivery	Yes / No
Experience working with small retail companies and/or start-up companies	Yes / No
Ability to work with MS Windows, Word, Excel, QuickBooks	Yes / No
"Soft Skills" required qualifications:	
Take pride in achieving excellence	Yes / No
Reliable and dependable - someone who keeps their commitments	Yes / No
Excellent and clear communicator, including both verbal and written skills	Yes / No
Self-motivated and self-driven, with demonstrated ability to quickly figure things out by yourself	Yes / No
Strong problem solving and creative thinking skills	Yes / No
Demonstrated high levels of integrity, respectfulness and honesty	Yes / No

Section 2: Promote and market yourself by answering the following questions:

"What example (any situation from your experience) best demonstrates that you are an overachiever with success in Retail Sales and Customer Service."

Please note that we will not consider applicant who does not send a cover letter with the above table completed.

411:

Role Title: Retail Sales Agent

Employment Type: Full Time, 5 days a week, closed Sunday

Location: 7451 Sujen Ct. Mechanicsville, VA 23111

Compensation: Salary plus commission based on experience

Comments: Strong possibility of advancement based on job performance and execution of results.

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While all applicants are thanked for sending in their applications, only those selected for interviews will be contacted. No phone calls please.

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