**Job Title: Workplace Consultant**

**Reports To: Executive Vice President**

**SUMMARY**  
The Workplace Consultant performs a key role in the successful execution of the service and product project process once a sale has been made. The primary role of the Workplace Consultant is to generate revenue by developing new business relationships through prospecting, qualification and closing sales. This highly skilled individual will regularly interact with multiple internal departments, contractors, and clients to ensure a successful and remarkable experience for our clients from the initial design interaction though project completion.  
  
**ESSENTIAL DUTIES AND RESPONSIBILITIES**   
This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Develop, coordinate, and execute an effective sales strategy across assigned accounts and new business leads to meet sales goals
2. Develop, maintain, and grow a top fifty list of targeted sales accounts
3. Work in a team selling environment with interior designers, project managers, installers, and contractors to execute a full service offering to our clients
4. Maximize penetration of new markets and develop strategies for retention of existing clients
5. Display understanding and proficiency of estimating projects across all business units utilizing training and tools provided by the company
6. Build and maintain close relationships with key decision makers
7. Manage client expectations and contribute to the highest level of client satisfaction
8. Grow new client opportunities by leveraging your networking skills
9. Build local business relationships with commercial real estate brokers, design community, vendors, etc. to identify early potential opportunities
10. Take an active role in the project management of projects to ensure successful outcomes
11. Utilize networking skills and effectiveness through attendance of industry networking events, seminars, and tradeshows

**QUALIFICATIONS:**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**  
The position requires a bachelor’s degree or equivalent years of sales experience.  Minimum of two years of successful business-to-business sales with a proven ability to meet sales goals through cold calling, networking, and referrals.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Excellent customer service and interpersonal skills
* CRM experience (Customer Relationship Management Software)
* Proficiency in Microsoft Office Suite; Word, Excel, and PowerPoint and able to function using emerging technologies (tablet/mobile devices, AV connectivity, etc., to support the sales process
* Advanced presentation, verbal, and written communication skills
* Ability to prioritize and manage multiple tasks
* Demonstrated analytical, negotiating, and problem-solving skills
* Ability to work and thrive in a team environment
* Ethical business attitude and positive demeanor
* Confident and determined approach to sales efforts
* Ability to provide clear and concise direction and delegate effectively
* Must exhibit and maintain strong work ethic, occasional extended hours, enthusiasm, excitement and passion about our industry and the sales process

**PHYSICAL DEMANDS**  
While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to finger, handle, or touch objects or controls.  The employee is regularly required to stand and walk.  On occasion the incumbent may be required to stoop, bend or reach above the shoulders.  
The employee must occasionally lift up to 25 pounds.  Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.  
The employee must maintain a valid driver's license and operable vehicle capable of driving extended miles for business usage.  
  
**WORK ENVIRONMENT**  
The position is primarily an office-based position with the opportunity for hybrid work arrangements as directed by management. The employee occasionally performs work-related travel, visits to job sites, and company-owned warehouse spaces.

**SALARY AND BENEFITS**

Coakley Brothers offers the following benefits to our full-time employees:

– Health, Dental, Vision Insurance

– Basic Life Insurance

– Voluntary Life Insurance for employee, spouse, and children available

– Short-term and Long-term disability insurance

– Health Saving Accounts: available if enrolled in Coakley Brothers HSA Health insurance plan

– Seven Standard Paid Holidays Paid Time Off and Sick Pay Time Off

– 401K and Roth IRA benefits with a 401K Company match