

As an industry leader for over two decades, AKDO has an incredible collection of natural stone tiles, slabs, mosaics and specialty stone in hundreds of colors and patterns. Backed by our four natural stone factories and our relationships with numerous quarries and manufacturers in over 20 countries, we are able to bring our customers the finest and most desirable products available.

AKDO is looking for a customer focused Showroom Administrator to work in our Flagship Flatiron District Retail Showroom. The Showroom Administrator assists in all aspects of the day to day operations of running a high end, luxury stone and tile showroom.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Meet and exceed sales quotas. Seek out new business opportunities, identify new account partnerships, perform extensive customer needs analysis and site surveys, develop and execute account strategies through proposals, presentations, and product demonstrations.
- Conduct a minimum of 10 (ten) client appointments per week.
- Meet with clients to present AKDO product options, develop project designs; follow up with developed business, scheduling meetings to discuss potential projects.
- Select samples and materials for clients' projects that closely fit within overall project design.
- Conduct "Lunch & Learns", "Breakfast & Learns" and CEU presentations each month.
- Identify and participate in industry related events throughout the year during and after business hours.
- Communicate with customers and concisely, accurately, and completely document project information and status. Aggressively follow-up on all sample requests through to specification on each project.
- Collect and supply valuable feedback to the company regarding trends and competition in the region.
- Maintain CRM regularly, entering all visits, presentations, contacts and samples
- Be available to attend team and company meetings and product and sales training at the corporate facility or via remote connection.

Skills and Requirements:

- Proven ability in new business development and client relationship management
- Strong organizational skills, time management and attention to detail
- Strong customer service skills with the ability to work effectively with internal and external customers
- Superior presentation/public speaking and negotiation skills
- Demonstrated design skills
- Computer skills to facilitate quotes and product inventory queries
- Proficient in MS Word, Outlook and Excel, comfortable with online technology and social media
- Working understanding of blueprints
- Ability to perform calculations including converting common fractions and decimals and calculating gross margin percentage
- Ability to travel and work a flexible schedule

Benefits:

AKDO recognizes that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason we offer a Comprehensive Benefit Plan that includes the following:

- Medical and Dental coverage
- Vision care coverage
- Disability insurance
- Employee life insurance
- Flexible spending accounts
- 401K and company paid pension plan
- Paid time off
- Tuition reimbursement

Due to the high volume of resumes received, we will only be able to contact those applicants whose experience and background best match our requirements

AKDO is an equal opportunity employer.