

Job Title: Sales Admin

The Judson Studios foster artistry of the highest caliber, supports the community in which it thrives and provides commercial, residential and houses of worship throughout the world with unique, handcrafted stained, leaded and architectural glass artworks.

The Judson Studios is searching for a full-time Inside/Outside Sales Associate who is responsible for sales and customer service to expand and retain the Studios' customer base. We offer a competitive salary, health, dental and vision insurance, IRA and other benefits.

Duties:

- Communicates follow up information on products and services directly with customers.
- Recommends high-level solutions based on internal and external customer needs.
- Develops rapport and gathers information that allows us to improve client relations and business growth.
- Helps meet and exceeds assigned revenue quota and performance metrics goals.
- Prepares weekly and annual reports, (i.e. lead weekly report and yearly report).
- Meets with key personnel to inform and assist in troubleshooting design, sizing and delivery schedule.
- Quotes prices and prepares sales contracts for orders obtained.
- May assist in coordinating the installation and servicing of the Company's products at customers' sites.
- Performs other duties as assigned by President and Integrator.

Qualifications

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.

- AA degree or equivalent work experience; Bachelor's degree a plus; minimum one year related experience in sales and marketing; or equivalent combination of education and experience.
- Proficient in spreadsheets; competent using contact management software and the Internet. Valid and current State driver's license; clean DMV report.
- Strong communication and interpersonal skills – both verbally and written
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

Please submit your resume to jaycel@judsonstudios.com

Location: Los Angeles 90042

www.judsonstudios.com