



Sales Representative Job Description

Company Overview

M&M Glass has been the region's trustworthy custom glass and mirror provider for all of southern Louisiana. We have quite the renowned reputation for providing affordable, unparalleled products with quality customer service to families, interior designers, contractors, and business owners all across the region. None of which would be possible without our incredible team!

Job Overview

We have an opening for a **Sales Representative**.

Our Sales Representatives are the highly motivated faces of M&M Glass who assist homeowners and contractors design custom mirrors, shower doors, cabinet glass, and glass table tops. As a Sales Representative, you represent M&M Glass and conduct yourself in the utmost professional manner with all contacts. Our employees are expected to always learn about the latest products and product functionality to be on the cutting edge of product knowledge.

You will learn the necessary product knowledge of our various glass products (mirrors, shower doors, cabinet glass, and glass table tops), accurately measure spaces, assist office associates by quoting projects for customers in a timely manner, and travel between houses for various appointments.

You will establish positive relationships with current and potential customers (including but not limited to homeowners, general contractors, and vendors), along with all M&M Glass employees. You will report to the General Manager and Owner of M&M Glass.

Key Responsibilities

As a Sales Representative, your key responsibilities include duties including but not limited to the following:

- Network with contractors, designers, and homeowners to build business
- Assist with quoting and ensure quotes are sent within a 24-hour time frame
- Accurately measure spaces for glass products
- Track each project to make sure customers receive the best service from start to finish
- Exhibit detailed product knowledge when assessing customers' needs and offering the best products to suit their budget and design ideas
- Be familiar with the area to efficiently navigate appointment routes
- Attend shows and networking opportunities that boost knowledge and business
- Learn the functions of glass and glass products

Job Requirements

- Must be able to accurately read a tape measure, use a laser level and use the appropriate math for calculating (adding and subtracting fractions) in a timely manner
- Lift and carry up to 70 lbs
- Travel between locations (local to state-wide)
- Effectively and efficiently communicate with customers, designers, and contractors
- Ability to withstand summer and winter temperatures
- Proper written communication on project tickets to assist with quotes and installs
- Maintains secrecy with regards to all M&M Business, Sales, and Marketing strategies and practices

Preferred Qualifications

- Bachelor's Degree
- 25+ years of age
- 2+ years of sales and/or industry-related experience

Benefits

The spirit of the below policies and benefits is to ensure a balance between home and work life.

- Paid company vehicle and phone
- Paid vacations *and* holidays
 - Time off, including vacation, must be requested at least two weeks in advance
 - Time off is granted based on availability
 - Receiving prior approval for additional time off may be considered by talking in advance to the General Manager
- Great hours
 - The scheduled report time is 7:00 AM and end time is 4:00 PM
 - Sales Representatives are NOT docked for time spent on lunch
 - There may be exceptions to hours based on lengthy travel times
 - The average workweek will be around 40 hours
- Exceptional Insurance Options
 - Medical
 - Dental
 - Vision

EEOC Statement

M&M Glass Company is an equal opportunity employer. As such, M&M Glass will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age, or handicap. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.

ADA Statement

M&M Glass Company does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA Title I employment regulations.