

BLUE SPARROW

— LAWN & LANDSCAPE —

Sales Assistant

Submit Resume To: Jesse@BlueSparrowLandscape.com

Or Call Our Office: 816-848-5044

Full Job Description

Blue Sparrow Lawn & Landscape is recognized as a residential landscape design/build company as well as a top tier commercial grounds maintenance and snow removal company for businesses of all shapes and sizes in the Kansas City Metro area. We are committed to the professional development of our team members, and pride ourselves in employing the best people in the industry. Join our team of professionals that are known for exceptional design and outstanding craftsmanship.

JOB SUMMARY: As a Sales Assistant, you'll collaborate with our high-energy, driven team to build a repeat client base. Basic computer knowledge and typing will be a helpful advantage to your success as you help input data into Blue Sparrow's client database while learning the ins and outs of commercial and residential landscape sales. You'll be on the fast track to furthering your career as a Sales Associate, with unlimited advancement opportunities. If you are up for the challenge, we are ready to invest in you!

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to the following as other duties and responsibilities may be assigned:

- Communicate and work with our sales team to organize and implement each projects needs while regularly communicating those needs with the client, foreman and designer.
- Speak with prospective clients directly about products and services that best fit their project needs and ensure high levels of customer satisfaction.
- Acquire and input client information into company database.
- Track service enrollment and sales goals and relay productivity to team and management.
- Engage with clients in a professional and empathetic demeanor to build comfort and trust.
- Develop and nurture client relationships in your territory.
- Work directly with the Sales Director and Owner with both project sales and maintenance sales.
- Help the office manager with miscellaneous tasks around the office.
- Conform with and abide by all company regulations, policies, work procedures, instructions, and safety rules.

QUALIFICATIONS: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and reach company goals to fulfill all job-related responsibilities. Also, the requirements listed below are representative of the knowledge, skill and/or ability required to qualify for this position.

- Leadership skills
- Highly proficient in organization skills
- Computer and spreadsheet knowledge
- Interpersonal skills
- Decisiveness
- Problem-solving skills
- Time management skills

Job Type: Full-time

Wage: \$17-\$19 Depending on Experience as well as Bonuses + Hourly + Overtime.

Required experience:

- High School Diploma, GED, or equivalent experience
- 1-2 years' experience in a customer-facing role, account management, sales account management, or sales is highly preferred.
- Ability to effectively communicate with customers.
- Superior critical thinking, problem-solving, and analytical skills
- High energy, self-motivated, self-directed person who can focus on multiple projects and activities simultaneously.
- Ability to work proficiently independently as well as in a team environment.

Equal Opportunity Employer: Blue Sparrow Lawn & Landscape, LLC does not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, genetic information, citizenship status, or other status protected by law.

DISCLAIMER: The information contained in this job description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

Benefits:

- Matching IRA
- Supplemental Insurance
- Paid Time Off
- Professional development assistance and training