



We're looking for the next Sword Company team member to join our elite team of professionals! At Sword Company we strive to be the best at what we do. Our people-centered atmosphere fosters a culture of winning in business by focusing on team and individual growth.

Sword Company is East Texas' leading distributor for residential door and cabinet hardware. We are currently seeking the right individual to fill the immediate need for a **Showroom Receptionist / Assistant Consultant**.

This position will ideally be trained to grow into a Showroom Sales Consultant who is able to assist other Showroom Sales Consultants as needed.

We'd love to talk to you about joining one of the best places to work in East Texas!

A handwritten signature in blue ink, appearing to read "R. Sword", is positioned above the name Ryan Sword.

Ryan Sword

Apply at: **swordco.com/careers**

Showroom Receptionist / Assistant Consultant job description below:

Telephone: 903-561-1921

Address: 19981 HWY 69 South
Tyler, TX 75703

Website: swordco.com

Email: info@swordco.com



Full-time position: **SHOWROOM RECEPTIONIST / ASSISTANT CONSULTANT**

Duties and Responsibilities

- Work with customers, including builders, designers, and homeowners, to sell door and cabinet hardware
- Greet guests upon arriving in our retail showroom, learn their motivation for their visit and help them achieve their goals for the visit
- Prepare job quotations and submittals
- Assist customers, both by appointment and walk-ins
- Handle customer requests timely and accurately
- Continually improve sales skills and product knowledge

Qualifications

- Prior sales experience in building materials preferred
- Organizational and time management skills
- The ability to deal with a vast array of customers with varying levels of product knowledge
- Understand the basics of design and interior decorating
- Able to engage in a consultative sales approach to recommend solutions for the varying needs of the customer

Benefits

- Competitive salary with opportunity for profit sharing bonus
- Company Matching Retirement Plan (Simple IRA)
- Medical Insurance Plan
- Paid Vacation
- Paid Holidays

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