

CLIENT REPRESENTATIVE

Pembroke Tile & Stone Co. Ltd. is an established local business specializing in quality tile and stone products. We are looking for a talented, creative and experienced **Client Representative** to add to our team. Applicants must be willing and able to carry out the following responsibilities:

- Assisting both residential and corporate clients in an efficient, pleasant and professional manner.
- Advising customers on the best products for their needs and creating various tiling options for consideration.
- Determining accurate quantities of material requirements from blue prints and preparing quotes/tile estimates.
- Liaising with architects, designers and contractors.
- Coordinating and scheduling delivery of materials in accordance with project timelines.
- Keeping account of customer selections and following up on customer orders.
- Attending various industry & client functions as required

The successful individual must be highly motivated and organized. A flair for design and a creative, enthusiastic manner is important as is having a good grasp of administration. Applicants must be able to work Saturdays and occasional evenings hours. Excellent communication and customer service skills are essential along with a willingness to go above and beyond when assisting our clients. Note, candidates must be able to lift/handle display merchandise / product samples. Portuguese speaking is an asset. Additional requirements include:

- At least three years of relevant experience in retail or a related commercial environment.
- The ability to establish and maintain ongoing client relationships in a proactive selling environment
- Proven ability to work in a team environment
- Strong computer skills in MS Word, Excel & Outlook.
- Working knowledge of the tile industry, products and methods and/or prior exposure to interior design, architecture or construction.
- A desire to continually learn and the ability to give sound advice or research customer queries as necessary.
- Experience with Great Plains is considered an asset.

If you are interested in being part of an exciting organization that combines challenge with reward and you meet the above requirements, please submit your resume no later than **June 30th 2018 to:**

Performance Solutions Limited, Suite 350, 48 Par la Ville Road, Hamilton HM 12 Email: hr@psolutions.bm Ph: 441-232-5270

Please note: Applications will not be accepted at the showroom.