



# JOB DESCRIPTION

August 12, 2015

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**Outline**      Job Title: Showroom Sales Consultant      Department: Residential Division  
                    Date: \_\_\_\_\_      Manager: \_\_\_\_\_  
                    Location: Leaside, Toronto      Reports to: Manager

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**The Company**      The Upper Canada Specialty Hardware retail showroom opened its doors in 1987. A boutique hardware store that caters to clients with discerning tastes when it came to outfitting their homes and commercial buildings with high-quality, stylish hardware. Today, our retail location continues this tradition by constantly striving to be the best in our product selection coupled with superior product knowledge.

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- Job Responsibilities**
- Residential hardware sales and consulting in a retail environment.
  - Service our walk in customers, including home owners, Designers and Contractors
  - Assist with online orders and call-in customers
  - Source hardware, price items and write orders
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- Educational Requirements/ Preferences**
- Post-secondary education required
  - Previous retail experience preferred
  - 2-5 years of residential hardware industry experience beneficial
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- Required Skills**
- Competent computer skills (MS Word; Excel; Outlook)
    - ERP system experience an asset (Microsoft GP)
  - Strong English communication skills both verbal and written
  - Must be highly organized and work efficiently in a fast paced multi-tasking environment
  - Detail oriented
  - Strong interpersonal skills
  - Outgoing personality
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- Working Conditions**
- Clean casual professional retail environment
  - 6 day work week on a rotational basis
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- Compensation**
- Competitive salary, commensurate with experience
  - Full benefits package
  - Performance bonus
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