



Sales and Design

Job Description: Primary responsibilities are to promote and facilitate sales of residential and commercial cabinetry through company showroom, outside contacts and referral business. Position is full time and requires showroom staffing, participation in trade shows, in-house software training and a commitment to continuing education and professional growth.

Work to organize industry specific events (i.e. lunches, tours, informational talks etc...) targeting architects, builders, developers, designers and prospective customers using the showroom as a venue. You will also be responsible for calling on trade professionals on a regular basis to inform potential partners about CabFab, our products and our services.

Develop, maintain and enhance working relationship with production team to bring design concepts and material options into finished work as seamlessly as possible. Gain understanding of company proprietary hardware, construction methods and finish options and implement this understanding efficiently into customer designs.

Continue to leverage CabFab's position as the premium provider of 'green' millwork solutions to the building community. This will include a close relationship with emerging technologies and opportunities developing in a fluid landscape.

Daily tasks including:

- Greet clients in person and by phone
- Assess client needs
- Select products and materials
- Generate preliminary computer and/or hand designs
- Perform job-costing
- Present design solutions to the client
- Close the sale with signatures and deposit
- Construction site inspections and measurements
- Prepare contracts
- Prepare detailed designs that accurately communicate to installers
- Set up project schedules, sub-contractor schedules and material deliveries
- Liaison between customer, material vendors and subcontractors
- Maintain long-term communication with client to generate future sales

Skills required:

- Computer literacy – Using Microsoft Office (primarily Word, Excel, Outlook) and Cabinet Vision
- Organization, attention to detail
- Ability to Multi-task and close sales
- Ability to function independently and problem solve