

Position Description

Job Title	Sales Aids Supervisor	Division	Business Office		
Classification	Hourly	Revised Date	11/03/2024		
Supervisor	Director of Customer Relations				

Statement of Primary Purpose

Under the supervision of the Director of Customer Relations, the Sales Aids Supervisor manages all point-of-sale tools (catalogs, swatches, finish samples, brochures, etc.). Including but not limited to: ensuring stock of materials, overseeing mass mailings to customers, daily communication with customer service, sales representatives and customers in need of sales materials, and backing up other areas of Customer Service, Sales Representatives and the business office as needed.

Responsibilities & Duties

1. Receive requests for sales materials from customer service, sales representatives and customers.
2. General understanding of custom upholstery. Willingness to learn high-end, custom upholstery if unfamiliar.
3. Sales material inventory management – in house and at customer level.
4. Timely communications and mailing of requested materials.
5. Mass Mailings – post market mass mailings of new sales materials.
6. Perform any other business office task as needed.
7. Prepare sales materials for High Point Furniture Market. Attend if needed. No overnight travel necessary.

Qualifications

1. An understanding of custom upholstery. Willingness to learn high-end, custom upholstery if unfamiliar.
2. Strong communication and organization skills.
3. Knowledge of computer operation.
4. Ability to work closely with others in business office matters.
5. Ability to communicate well with co-workers, management, and the public.
6. High School Diploma required, Associates degree in Business Administration/Accounting or related areas preferred.
7. Two years' experience in related field preferred.
8. Computer literate and Microsoft Word and Excel proficient.

Licensing Requirements

None

Physical Demands

No substantial physical activity required; however sometimes lifting anywhere from 10-30 pounds of materials. The functions of the job are usually performed sitting at computer or standing at a table, but may involve some amount of stooping, kneeling, bending, crouching, lifting up to 10-30lbs., walking, carrying, and other movements may be required. Tasks such as working at a computer keyboard may involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Working Conditions

1. Noise level is usually moderate and normal for an office environment.

**Position Description
(Continued)**

Hazard Assessment

None

Personal Protective Equipment

N/A

Direct Reports

None