

## **Lighting Design/Sales Associate, Circa Lighting – Austin, Texas**

As a member of Circa Lighting Showroom staff, work with clients on the sales floor, assist clients, Business Development and other showroom staff in design, specification and selection of architectural and decorative lighting to drive sales of Visual Comfort Group products through Circa Lighting. Prepare lighting plans including architectural and decorative fixtures using VectorWorks CAD.

### **Duties and Responsibilities:**

- Produce accurate, efficient and creative lighting plans.
- Collaborate with Business Development to convert new and develop existing Circa Lighting customers.
- Participate in product presentations/Lunch and Learns to Builders, Designers and Architects.
- Provide support for Business Development and Showroom Staff in selection of appropriate fixtures for clients.
- Work assigned showroom floor time as requested, assisting clients in a manner that maintains long term relationships by processing quotes, sales orders, and returns accurately and efficiently
- Generate sales of decorative and architectural lighting through in showroom client engagement
- Minimize returns through customer assistance, thoughtful selections, and excellent follow-up with vendors and customers
- Maintain a clean, attractive, and organized showroom appearance to enhance sales
- Independently open and close showroom at the manager's request
- Travel for project design meetings and site visits in the showroom trade area markets

### **Position Requirements:**

- Bachelor's degree in Interior design, Lighting Design, Engineering and/or Architecture required
- 2 years sales experience and 3 years of lighting design experience required, or equivalent combination of education and experience
- Proficient computer skills utilizing AutoCad, Adobe Creative Suite, VectorWorks or equivalent design software
- Critical thinking; ability to organize, prioritize, and manage multiple projects with overlapping deadlines and production schedules in fast-paced environment
- Keen eye for design and creativity
- Ability to achieve results both independently and through others by fostering a spirit of teamwork and cooperation

- Strong analytical skills with a consistent focus on results measurement and fact-based decision making
- Must demonstrate maturity in judgement, commitment, dependability, punctuality and adherence to agreed-upon schedule as determined by manager
- Ability to maintain a professional demeanor at all times
- Superior organization, planning skills, time management and prioritization with the ability to multi-task and work well under pressure in a dynamic, team environment that spans several businesses which are managed in several locations
- Ability to enter data, navigate screens and retrieve data in point-of-sale system
- Ability to communicate and maintain safety and security standards
- Ability to use tools, climb ladders, and safely lift up to 50 lbs.
- Available to work a flexible schedule including weekends
- Frequent travel to and from showroom trade area markets required

Every person who walks through our doors is looking for one thing - to be inspired. Our sales team is devoted to cultivating client relationships and bringing their lighting visions to life. We are looking for driven, dynamic team members who are enthusiastic about beautiful design with a genuine commitment to providing a brilliant customer experience. You will be immersed in a fast paced and exciting customer-facing environment while developing a wide array of relationships from walk-in retail traffic to key trade clients. In addition, you will engage in structured outreach to the design and building community to educate and create awareness of Circa Lighting's products and services.

If you share our passions for design and excellence combined with a penchant for sales, we would love to share with you our exciting career opportunities. We are currently seeking a Lighting Design/Sales Associate for our new showroom in Austin.

### **Who We Are**

We are a dynamic, high-energy company with an exciting growth strategy. We value imagination, individuality and giving every person the opportunity to explore, grow and shape our future.

Our mission is to deliver lighting of the finest quality and craftsmanship. We are a source of expertise and guidance to our customers, operating with the highest integrity. We inspire our customers with innovative design and impeccable customer service. We have a welcoming and challenging workplace environment for our employees.

Our ideal candidates will have an immediate connection with Circa Lighting's Core Values:

**Honesty** – We seek to be truthful and sincere in every interaction.

**Excellence** – We aim to exceed expectations in every task we perform.

**Integrity** – We do our best to deliver consistently fair and reliable service.

**Family** – We strive to foster a sense of family in all of our relationships.

**Inspiration** – We continuously explore new ways to improve our service and ourselves.

In addition to the investment in your development, Circa Lighting offers a benefits package including a competitive compensation plan along with 100% company paid health, disability, and life insurance. In

addition, we offer dental, vision, up to 4% company matching retirement plans, and more. We invite you to learn more about our company at [circalighting.com](http://circalighting.com).

*Circa Lighting is an equal opportunity employer and gives consideration to qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, protected veteran status or other legally protected characteristics.*