

## **Sales Support Associate, Circa Lighting – Savannah**

### **Description:**

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.

If you share our passions for design and excellence, and are eager to embark on an exciting, challenging and rewarding selling career, then look no further! We are currently seeking Sales Support Associates for our Sales Center in Savannah.

### **Responsibilities:**

- Accurately process sales data, manage reports and other sales related records for domestic and international customers
- Resolve routine customer issues independently while drawing on the company's extensive expertise and resources
- Cultivate cross-functional relationships at all levels to deliver timely solutions to our customers
- Deliver a high level of client service benefitting a luxury brand
- Display professional workplace behavior with all levels of leadership

### **Position Requirements:**

- High school graduate, 2 or 4-year college graduate preferred
- 1-3 years' previous job experience in customer service or sales support
- Strong aptitude for and comfort navigating across multiple systems and applications
- Experience in interior design, custom home building products, luxury home furnishings and/or lighting industry a plus
- Excellent communication skills and computer knowledge with proficiency in MS office
- Ability to enter data, navigate screens and retrieve data in sales management system
- Exceptional organizational and time management skills, with a strong attention to detail
- Ability to prioritize and handle multiple tasks and changing priorities
- Must demonstrate maturity in judgement, commitment, dependability, punctuality and adherence to agreed-upon schedule as determined by manager
- Ability to work independently as well as be an effective team player
- Demonstrate exceptional and professional communications across all contact channels, including email, chat and phone
- Ability to achieve results both independently and through others by fostering a spirit of teamwork and cooperation

## **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 and life insurance. In addition, we offer dental, vision, disability, and company matching retirement plan. 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.*