



## **Administrative Showroom/Office Assistant**

### **Who we are**

Clearvista Group is a custom European window and door provider throughout the United States. We offer high-performance and quality, modern and innovative window, and door solutions for residential and commercial clients. We are seeking to offer exceptional customer experience and improve the quality of construction in the US market by pursuing innovative products that would satisfy architects, developers, builders, and residential clients. Our projects range from new construction to window replacement and installation.

### **Position**

We are seeking a highly motivated and organized administrative individual to join our team in our showroom. The individual will assist management in areas of customer service, reception, data entry, accounting, general office administration, organization, and social media assistance.

Job primary responsibilities include but are not limited to the following:

- Answers, returns, and logs phone calls and emails
- Data entry and document editing
- Customer service
- Assist in preparation of window and door quotes / bids
- Assist in evaluating quotes from the manufacturers to ensure accuracy
- Digital file management and file organization
- Schedule meetings and coordinate schedules including scheduling measuring appointments, product deliveries updates, installation updates and check for customer satisfaction.
- Maintain showroom organization, marketing materials and product documentation
- Finding new sales opportunities through sales calls, mailing lists, and attending shows and other trade events
- Assist in managing social media including Facebook and Instagram

### **Qualifications:**

- 2-Year College Degree required
- Architectural and/or general construction background (preferable but not required)
- Attention to detail and strong organization and presentation skills required
- Excellent written and verbal communication skills required
- Microsoft Office including Excel and Word
- Adobe Acrobat
- Adobe Photoshop (preferred but not required)
- Willingness to learn and understand window and door products offered
- Willingness to travel if needed

### **Compensation:**

Hourly wage \$18-\$20 per hour (based on experience). Flexible schedule opportunity. In addition, we offer commission-based opportunities as well as professional development for the right individual that is willing to seek clients on their own.

To apply please email your resume to : [info@clearvistawindows.com](mailto:info@clearvistawindows.com)