

## Salesperson Responsibilities

**Purpose** The Salesperson works with the Sales Coordinator and the Sales Team to deliver an Inviting, Easy, and Safe Experience for Our Customers.

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**Primary Responsibilities** The Salesperson's primary responsibilities are:

- 3 Phase CES
- Earn the Visit

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**Associated Responsibilities** The Salesperson also has these associated responsibilities:

**Customer Service:**

- Works with Greeter in order to meet customers as they arrive.
- Monitors and assists customers picking up their vehicle.

**Appointments:**

- Sets appointments.

**Special Orders:**

- Is responsible for ordering customer's product.
- Works with Sales Coordinator to order any product needed and/or contact any customers about potential issues with their appointment.

**Orders:**

- Supports Marketing Manager/Sales Coordinator with Web orders as well as BOPIS and Pit Stop orders including receiving and calling in special orders.

**Other:**

- Cleans showroom to maintain COVID regulations.
  - Supports Sales Coordinator with daily tasks.
  - Maintains a clean area including bathrooms.
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