

## **OFFICE POSITION**

Buffalo Granite and Marble is seeking a full-time office/showroom sales employee for an open office position. Must be able to multi-task and work in a fast paced environment, be highly organized and possess administrative background.

MUST be available:

Monday -- Friday 8:30 am -- 5:00 pm

AS WELL AS: Saturdays 7:30 am -- 12:30 pm (exact start and end times will vary)

**\*PART-TIME A POSSIBILITY\***

**BENEFITS:**

Vacation pay, holiday pay, 401K, Profit Sharing, Health and Dental Insurance, Flex-spending

**JOB DUTIES:**

- Customer service
- Reading cabinet layouts/blueprints to quote for counter tops
- Preparing contracts, quotes, and work orders
- Answering Phone calls, emails
- Showroom Sales (Non-commission) Does NOT involve cold calls; customers come in on their own
- Assisting customers/contractors/designers in the showroom
- Preparing office paperwork
- Assisting customers/contractors in their selection process (colors, edge details, plumbing fixtures, etc.)

**QUALIFICATIONS:**

- Previous office experience
- Excellent verbal and written communication skills
- Ability to read blue prints is a plus, but not required
- Ability to adapt to a new and changing work environment
- Extremely precise and detailed oriented
- Good organizational skills
- Able to Multi-task
- Highly Motivated
- Reliable
- Able to work/interact well with others

Send Resumes To:

[nicole@buffalogramiteandmarble.com](mailto:nicole@buffalogramiteandmarble.com)

OR apply in person at:

Buffalo Granite and Marble  
625 Ensminger Road  
Tonawanda, NY 14150