

## Sales Assistant - Landscape

The Landscape Sales Assistant plays an integral role in the Hedberg mission of supporting customers at the City Desk and by supplying the sales department with assistance. This position communicates effectively over the phone, in person and in writing, creating a service environment. This position works in a team environment to continuously improve customer satisfaction.

Duties/Responsibilities Include but are not limited to;

- provides quotes and estimates for customer projects
- trains and educates customers and prospects on product and installation instructions
- continually increases industry knowledge
- assists in customer selections and helps walk-in customers with landscape selections

This position takes direction from the sales representatives and sales leader. This position requires direct contact with Hedberg Landscape Customers, vendors and subcontractors on a regular basis. This position interfaces with all sales reps, yard staff, purchasing, accounting and dispatch employees. This position has access to client lists, retail and contractor pricing, customer credit card numbers and vendor/supplier information and also receives customer payments through normal, daily sales processes.