



Top Master, Inc.

Position: Sales Lead Generator (Part-time 20-25 hrs/wk)

Department: Home Center Sales

Report to: Home Center Sales Manager

Pay Scale: \$10 per hr, plus bonuses for each qualified lead generated

Exemption Status: Non-exempt

The Sales Lead Generator is responsible for generating sales leads from several wholesale store locations. A qualified sales lead is setting in-home or showroom appointments for our outside sales representative to have the opportunity to offer potential customers to learn more about our countertop products and services.

Duties/Responsibilities:

- Deliver prepared sales talks, using Top Master, Inc. tools and techniques that describe our products and services, in order to persuade potential customers to accept an in-home appointment.
- Set appointments from the wholesale store locations by using a company ipad.
- Daily tracking/recording of names and contact information of leads to either pass along to the outside sales representative or to follow-up with potential lead.
- Arrive on-time at the wholesale store locations with enough materials to successfully generate leads for an entire shift.
- Always follow wholesale store rules and guidelines when on duty.
- Always dress in a collared shirt with a Top Master emblem when on duty.
- Help coordinate and set up special event displays with the Manager and appropriate wholesale store staff.
- Develop and maintain a good relationship with all wholesale store managers and appropriate staff.
- Discuss methods of improvement of Lead Generation materials and practices with the Manager and the outside sale representative.
- Attend periodic sales meetings.

Job Requirements:

- The ideal candidate will be a self-starter, professional, and energetic person with strong social skills.
- Must have an understanding of sales, and able to handle rejection with poise.
- Ability to work a flexible retail schedule including evenings, weekends and holidays.
- Must have adequate computer skills to operate an ipad.

***THERE ARE TWO OPENINGS!!!!!! We will provide the necessary equipment to do the job successfully at the store locations, plus give mileage reimbursement.**