

**Job Title: Sales Assistant / Sales Trainee (High-End Artistic Mosaics)****Location: New York, NY. Full time (M-F) in-person position.**

We are a specialized New York-based design company producing high-end artistic mosaics for luxury residential projects. This is an entry-level training position designed for an ambitious candidate who possesses both strong administrative skills and practical proficiency in architectural design software. The goal of this role is to become a full Sales Representative within 12-18 months. You will be the crucial technical and administrative support ensuring the success of our sales team and the accuracy of our complex, custom orders.

Key Responsibilities include:

1. Technical Design Interpretation & Quoting • Design File Analysis: Utilize proficiency in industry-standard software (such as AutoCAD, SketchUp, or Revit) to accurately read and interpret project specifications from architects and interior designers.
- Custom System Management: Accurately process all complex quotes, estimates, and final sales orders using our proprietary custom software.
2. Sample & Logistics Management
 - Sample Preparation: Choose, prepare, and organize color samples and product mock-ups for client presentations, ensuring materials reflect the luxury quality and design parameters.
 - Shipping Coordination: Manage the arrangement and tracking of shipping logistics for both client samples and the final mosaic products.
3. Training & Development
 - Actively participate in training and shadow senior Sales Representatives to master the unique sales cycles and language of the high-end design community.
 - Achieve deep knowledge of our artistic mosaic materials, techniques, and pricing logic.

Required Qualifications

- Education: Bachelor's degree preferred in Interior Design, Architecture, Art History, or a related technical design field.
- Software Proficiency (REQUIRED): Demonstrated working knowledge and practical experience using at least one of the following programs: AutoCAD, SketchUp, Revit, Rhino, or 3ds Max.
- Mindset: Clear desire to pursue a career in sales and a genuine passion for art, design, and luxury products.

Compensation & Benefits

We believe in being transparent about compensation and rewarding our employees:

- Total Target Compensation (TTC): \$48,000 –\$61,000 Annually (Based on experience)+bonuses.

Our Benefits Package Includes:

- 100% 401(k) Match: Dollar-for-dollar company match on employee contributions up to 3% of salary.
- Comprehensive Medical Health Insurance
- Paid Time Off (PTO) and company holidays.
- Clear Career Path to a full Sales Representative role.