JOB DESCRIPTION

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| **TITLE:** | Ancillary Specialist | **DATE:** | 10/2018 |
| **REPORTS TO:** | Sales Operations Director | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Sales | **MGT/SPVR:** | No |

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**SUMMARY**

This position initiates ancillary selection support to win new customers, qualifies and suggests lists of select ancillary vendors to the Pivot vendor program team, partners with design and sales teams to develop ancillary strategy and product selection on key bids.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Works with other team members (sales, design, sales coordinator project coordination, project management, installation, accounting) as appropriate to complete all projects to client’s satisfaction and within required time frame.
* May assume primary responsibility in the planning and specification of all aspects of the sales projects on assigned accounts, or works with assigned design team as required to complete planning and specification(s).
* Specifies ancillary products for pricing and budget scenarios.
* Meets with clients, architects, and designers to review and present ancillary product options & project materials.
* Supports sales & design during bids for ancillary ideas, images, and product sheets.
* Effectively sets and meets multiple project deadlines simultaneously.
* Works with sales staff and bid team to review ancillary scope and provide creative direction.
* Meets with HMI and architecture/design firms when needed to figure out the best product solution(s) for the end user, including furniture, fabric, and finish selection.
* Conducts programming; specification verifications, and participates in bid meetings as required with sales staff and/or clients.
* Promotes and sells ancillary, sourcing, design and other services as appropriate.
* Contributes to business development activities by assisting the salesperson and the team, including brainstorming on solutions, specification development, answering customer questions / emails, and preparing literature and bid document support.
* Attends internal and external events to promote Pivot’s brand and ancillary capabilities
* Bid Support - Prepares and provides creative content for various proposals, including client facing materials that support product, fabric, and finish options.
* Performs other duties as assigned, including special projects.

**SUPERVISORY RESPONSIBILITIES**

This position has no permanent supervisory responsibilities, but duties require the Sr. Ancillary Curator to temporarily direct and coordinate the actions of several different supporting positions within the project team as needed.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) or equivalent from four-year college or technical school and up to 5 years related experience and/or training; or equivalent combination of education and experience. Must have experience with and knowledge of Adobe Design Suite, MS Office and both HMI and ancillary products.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to read and analyze architectural drawings and blueprints. Ability to write reports, and business correspondence (such as proposals, quotations, letters), in English. Ability to effectively present information, written and verbal, in English, and respond to questions from groups of managers, clients, vendors, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply the algebraic and geometric concepts involved in project design desirable.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Proof of valid California state drivers’ license, and proof of insurance of an operable vehicle required.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; concentrate intensely; talk and hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel, and operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance and/or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock if working at client site. The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.