

### Job Description

1. Participate in the product knowledge, iPad use and software, order system and report training.
2. Receive and confirm appointments with Norman scheduling agent.
3. Daily travel in a personal vehicle in a designated area.
4. Provide retail customers with on time professional in-home measure and design of Norman Products on behalf of Norman Retailer.
5. Be able to meet customer expectations using available product specifications.
6. Provide detailed measure and design sheet for quoting and contracting with retailer.
7. Enter order into system for production and update Customer Service team.
8. Answer and follow up any factory On-Hold questions to completion.
9. Perform additional Installation Inspection, Measure and Warranty duties as required.

### Requirements

1. Able to read a tape measure.
2. Have valid driver's license.
3. Able to pass background check.
4. Strong background with In-Home products.
5. Be willing to embrace product and procedure training.
6. Computer literate.
7. Good communication skills
8. Willing to travel in assigned area on a daily basis.
9. Have reliable vehicle capable of carrying samples.
10. Self-motivated
11. Values accuracy and timely reporting process.
12. Team player

\* Position requires previous experience in window coverings, or in home services in related trades.