

JOB POSTING – 4.01.21

G&G Cabinet Company is a small but growing family owned business servicing the Puget Sound region of Washington. We are a group of hardworking, friendly, and fun individuals who take pride in what we do and believe that we can have a positive impact on people through business.

MISSION

Our mission is to be the preferred provider of quality products through a superior experience from dedicated and knowledgeable employees.

JOB DESCRIPTION

- Design functional, creative, and innovative cabinetry layouts that appeal to clients with various style preferences using 2020 Design software.
- Prepare professional proposals / quotes to clients and check for accuracy before presenting.
- Become well versed in the cabinetry brands that we offer and stay up to date with the continual product changes and selling strategies. Attend all training classes when offered or directed by manager.
- Make all clients and customers feel sincerely welcomed and make sure that they know that we appreciate their business, regardless of the circumstance.
- Communicate clearly, respectfully, promptly, and frequently to all clients, customers, project managers, superintendents, coworkers, etc.
- Assist walk in / aftermarket clients when required.
- Place cabinet orders through the manufacturer specific order entry programs.
- Track orders.
- Schedule deliveries and communicate delivery dates to clients. Schedule warranty jobs with our designated service contractors to complete on or before scheduled dates. Approve billing from each job and track costs.

JOB REQUIREMENTS

- Prepare proposals using 2020 Design software.
- Project Management skills.
- Highly organized.
- Exceptional communicator with customer service experience.
- 2 or more years of experience in the cabinet industry (preferred, but not required).
- Computer literate.
- Proficient in Excel.
- Self-motivated.
- Strong work ethic.
- Flexible with work schedule when required.
- Positive attitude.
- Sense of humor.
- Core value alignment.

REQUIRED EDUCATION:

- High School Diploma or equivalent (Bachelor Degree preferred, but not required)

If interested, please email Justin Gagnon @ justin@ggcabinets.com