



# Job Description

## Thumbs Up Window Tint

### **Section 1: Identifying Information**

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**Position Title:** Administrative Assistant / Sales  
**Reports to:** Thumbs Up Window Tint Owner

**Date Prepared:** March 2015  
**Phone Number:** (210) 680-2451

### **Section 2: Position Purpose**

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The purpose of this position is to provide direct support to the sales manager in the ongoing development of existing and prospective TUWT customers to ensure that it is able to meet its growth targets.

### **Section 3: Responsibilities, Supporting Actions, and End Results**

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**Major Responsibility:** Promotes, sells, and/or secures orders from existing and prospective customers through a relationship-based approach. Also, demonstrates products and services to existing or potential customers, and assists them in selecting a product best suited to their needs.

**Supporting Actions:** Represent TUWT in a positive and professional manner, work with all personnel and outside contacts to satisfy customers and achieve company goals, establish customers' needs and explain and demonstrate products to them, which may involve providing technical descriptions of products and how they may be used, quote and negotiate prices, prepare contracts and record orders, identify areas of improvement in the company and assist in creating and implementing solutions, arrive to work on time and prepared, maintain work areas in a clean and organized manner, and perform any other duties assigned by your manager.

**End Result:** Growth for Thumbs Up Window Tint and satisfied customers.

### **Section 4: Decisions Position is Free to Make**

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*Decisions free to make:*

- ◆ Exercise the responsibilities and perform the duties of this position. This includes full decision-making authority for all responsibilities and duties.
- ◆ Provide recommendations regarding the improvement of customer sales, growing and/or improving the business.
- ◆ Bringing problems and concerns to the owner/manager of Thumbs Up Window Tint in time for effective action to be taken, e.g., cumbersome or ineffective workflow, procedural problems, systems problems, difficulty resolving problems with others both internal and external.

### **Section 5: Job Qualifications**

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- ◆ One year sales experience or some level of customer service experience.
- ◆ Working knowledge of Microsoft Word, Excel, and Publisher.
- ◆ Positive attitude, exemplary attendance, and reliable team member.
- ◆ Demonstrated aptitude for problem solving.
- ◆ Ability to determine solutions for customers.
- ◆ Must be results-orientated and able to work both independently and within a team environment.

- ◆ Must possess excellent verbal and written communication skills.
- ◆ Valid driver's license.

**Bonus:**

- ◆ BS/BA in marketing or business administration.
- ◆ Working knowledge of QuickBooks.

Note:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise functions and duties of the job and to require that additional or different tasks be performed as circumstances dictate.