



## Fayetteville Customer Service & Sales Associate

- \$15.00-\$18.00 an hour
- Part-time/Full-time

### Full Job Description

We are a locally owned flooring store looking for a motivated **Customer Service & Sales Associate** to join our team. This position is ideal for someone who enjoys helping customers, is detail-oriented, and has experience in both sales support and office tasks.

### Responsibilities Include:

- Assisting customers in-store and over the phone
- Supporting the sales process from initial inquiry through order completion
- Entering orders, quotes, and invoices accurately
- Using **Excel** for tracking orders, pricing, reports, and customer information
- Coordinating with sales staff, installers, and vendors
- Handling scheduling, follow-ups, and general office duties

### Qualifications:

- Previous **customer service and sales experience** (retail preferred; flooring or home improvement a plus)
- **Strong Excel skills required** (data entry, spreadsheets, basic formulas)
- Excellent communication and organizational skills
- Ability to multitask in a fast-paced environment
- Reliable, professional, and customer-focused

### What We Offer:

- Competitive pay (based on experience)
- Supportive, team-oriented work environment
- Opportunity to grow within the company

### Call Or Email to Discuss Open Position:

[deanna@carolinacarpetfloors.com](mailto:deanna@carolinacarpetfloors.com)

910-424-0173