



# Trade Program Specialist

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We are seeking a talented and energetic Trade Program Specialist to join us in building a category-defining window coverings brand. As our Trade Program Specialist, you will be dedicated to delivering excellence for our Interior Design (“Trade”) customers, assisting them through the sales consideration process by helping them select the perfect style of products for their clients. You’ll be involved in outlining the trade program strategy as well as building meaningful relationships with Alva partners across the country.

## Responsibilities

- Identify and engage new trade partners and nurture relationships as the primary point of contact for the Alva Trade Program.
- Field Trade calls and emails, providing end-to-end service including writing estimates and following up on completed transactions to ensure complete satisfaction.
- Guide clients through all phases of a project from window planning and product selection to shipping and product completion
- Perform 10-15 sales calls on average per week to both residential firms both current clients and cold calls. The definition of a sales call: a virtual presentation to a key contact showing new product and also showing product applicable to current projects/needs based on conversation when scheduling the sales call.
- Perform 5-10 “bird calls” a week to update and maintain the clients’ library.
- Be accountable for individual sales goals
- Seek new client relationships
- Identify “Top 10 Projects” and report on weekly progress during weekly meetings.
- Provide accurate and clear notes in CRM regarding all meetings for the week.

## Qualifications

- 1-3 years of experience Sales, Customer Support or account management
- Basic Excel experience required
- Strong attention to detail and relentless follow-through in a fast-paced environment

- Outstanding problem-solving skills; “can-do” attitude and resourcefulness
- Bias to action, always will go the extra mile for the customer
- Strong oral and written communication and interpersonal skills

**To apply, send your resume and cover letter to [careers@helloalva.com](mailto:careers@helloalva.com)**