



EICKHOF®

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Client Guide

Reports to Sales Manager

Summary

As our Client Guide, you will have the opportunity to sell a superior product across the United States and worldwide by supporting an exponentially growing company. We are a company based in Minnesota and this position would be conducted remotely. We are seeking individuals who are dynamic and fast learning. This individual must have an absolute commitment to excellence and attention to detail. As the Client Guide, you are a valued member of our Sales Team. Your goal is to guide the customers from initial inquiry to official order. This position is conducted remotely and requires an overachiever who is highly experienced in sales with a solid understanding of architecture and naturally computer savvy.

Employment at Eickhof Columbaria Inc. is about being a part of something bigger. It's about being on a team that employs individuals with the highest levels of loyalty, honesty and integrity. It is about exceeding customer expectations on a daily basis by taking a true interest in their needs.

The perfect job for people who love the exciting world of sales. We are looking for optimistic, motivated, outgoing individuals who know how to work well in a team environment and have a passion to surpass expectations. You will be responsible for our main communication with the clients by efficiently and effectively performing Client Guide tasks. Projecting a professional company image through in-person, phone communication and written interaction is key to success.

Professional Qualifications

Education

- Minimum High School Diploma
- Preferred College Degree related to Liberal Arts, Business

Sales Skills

Self-starter, detail oriented, sales and presentation experience, excellent computer skills, excellent written and verbal communication skills, ability to manage multiple projects simultaneously, ability to work independently or in a team environment, professional demeanor, ability to read and use a tape measure, proficient taking photos, and goal driven.

Skill Sets

- Organizational skills
- Communication skills
- Technical skills
- Experienced level sales skills

Other Preferred Skills

Preferred skills or experience in computer aided drafting, construction, fabrication, design, architecture, or landscaping.

Duties & Responsibilities *include the following (other duties may be assigned)*

- Use all available resources to communicate with customers about our products
- Become proficient at offering solutions to their needs
- Manage and track incoming inquiries
- Generate new leads
- Enter customer data in customer relation management software
- Meet with customers at their location (travel required)
- Develop in depth knowledge of Eickhof and competitor products
- Meet monthly, quarterly, and annual sales goals

Eickhof Columbaria Core Values

- **Positive Attitude** – Ask “Why Not?” before we ask “Why?”
- **Achieve Excellence** – Good is not enough.
- **Integrity** – Do what is right, not what is easy.
- **Caring About the Customer** – Do what is right for the Customer.
- **Teamwork** – No one does this alone.

About Eickhof Columbaria Inc.

Eickhof Columbaria has spent over 35 years developing a better way to engineer, design, and fabricate columbaria. Columbaria are above ground granite structures for the final resting place of cremated remains. We have an attitude that fosters a company culture of constant improvement and that attitude, along with our experience is the reason we have columbaria in nearly all 50 states. They're installed at churches, cemeteries, higher learning institutions, retirement communities, homesteads, and Buddhist temples.

To apply, please send a resume and cover letter (specific to this position at Eickhof Columbaria) in PDF format to info@eickhofcolumbaria.com.