



GRAND STAGE

Chicago Spotlight
Rentals, Events & Production

art drapery studios
Stage Rigging & Drapery

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Job Description
Sales and Purchasing Manager
Located at Knox Ave Location

December 2, 2021
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Job Description

Position Title: Sales and Purchasing Manager

Reports To: President and General Manager

Summary: The Grand Stage Sales team is the first point of contact with customers. The Sales and Purchasing manager leads this team and works to grow the inside and web-sales division of Grand Stage. Interfacing with vendors and staff they help maximize customer experience and value while maintaining an orderly, safe, fun, and efficient work environment. This includes over-seeing the sales staff at all locations, assisting with the rental and sales warehouses, initiating customer contact, order fulfillment, inventory management, and customer satisfaction.

Duties and Responsibilities:

- Investment in the consumable and boxed good sales process
 - o Lead, hire, and train sales and customer service staff
 - o Determine product and service offerings; advise on product offerings
 - o Initiate customer contact both from the office and in the field
 - o Work with customers to determine needs and develop quotations
 - o Maintain new item inventory for both boxed good sales and system sales
 - o Provide customer quotations on consumable and boxed good orders
 - o Promote Grand Stage/Chicago Spotlight as a preferred vendor
 - o Participate as needed in workshops, festivals, and trade shows
 - o Work with Marketing team to develop and grow the website and E-commerce store
 - o Keep E-commerce store product offering and information up to date
 - o Oversee regular product inventories



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- Assist with project system sales and rental department as required
 - Assist with managing day to day operations of family-owned business and any other responsibilities as may be requested by the General Manager or President
 - After hours and weekend work as required

Ideal Candidates will ideally possess the following:

- Good interpersonal and communication skills; both written and verbal
- Team player with positive attitude
- Excellent Customer Service Skills
- Strong working knowledge of theatrical lighting as well as scenic practices and equipment
- Familiarity with PC computers and Microsoft Office products
- Creative problem-solving skills with mechanical aptitude
- Ability to multi-task, set agendas and handle several projects simultaneously
- Ability to lift and carry equipment up to 50 lbs.

Interested candidates should send resumes and applications to resumes@grandstage.com.