

Senior Sales Associate

Appliances of Mammoth (AOM)
Mammoth Lakes, California

Position Overview

Appliances of Mammoth is seeking a friendly, organized, and motivated **Senior Sales Associate** to support showroom sales, customer service, and daily business operations. This position works closely with the Operations Manager to provide an exceptional customer experience while helping maintain efficient day-to-day operations.

As a locally owned and growing appliance retailer, we're looking for someone who enjoys helping customers, takes pride in providing outstanding service, and is eager to grow with our company.

Key Responsibilities

Sales & Customer Service:

- Welcome and assist customers in the showroom, by phone, and via email.
- Provide product information, pricing, financing options, and appliance recommendations.
- Prepare customer quotes, sales orders, invoices, and purchase documentation.
- Coordinate customer orders, deliveries, and installations.
- Follow up with customers to ensure satisfaction and answer questions.
- Stay informed on current products, promotions, and manufacturer rebates.

Office Administration:

- Report to and assist the Operations Manager with daily administrative tasks.
- Process customer payments and maintain accurate records.
- Assist with inventory tracking, receiving, and order documentation.
- Communicate with vendors, delivery teams, installers, and manufacturers.
- Perform data entry, filing, scheduling, and general office support.
- Help maintain a clean, organized, and welcoming showroom.

Schedule

Tuesday–Saturday:
9:00 AM – 5:00 PM

Part-time and full-time positions available.

Qualifications

- Excellent communication and customer service skills.
- Organized, dependable, and detail-oriented.
- Strong problem-solving and multitasking abilities.
- Comfortable using computers, email, spreadsheets, and POS systems.
- Previous retail sales, appliance sales, customer service, or administrative experience preferred.
- Ability to lift up to 25 pounds and assist with light showroom merchandising.
- Bilingual (English/Spanish) is a plus.

Compensation & Benefits

- Competitive hourly pay (DOE – Dependent on Experience)
- Paid training
- 401(k)
- Paid sick leave
- Employee discounts on appliances
- Opportunities for advancement within a growing local company

Why Join Appliances of Mammoth?

- Locally owned and community-focused business
- Supportive, team-oriented work environment
- Opportunity to learn about premium appliance brands
- Be part of a growing company with room for career advancement

How to Apply

Choose one of the following:

Apply online:

AppliancesOfMammoth.com/Careers

Email your resume to:

Cathleen@AppliancesOfMammoth.com