



## **Client Relations Specialist (Experienced – Glass Trade) Full-Time | In-Office | Paso Robles, California**

Templeton Glass is seeking an experienced Client Relations Specialist with a strong understanding of the glass trade to join our growing team. This full-time, in-office role is based at our Paso Robles office and serves as a key point of contact for both current and prospective customers.

The ideal candidate is personable, organized, knowledgeable about glass products and services, and confident communicating with customers across multiple channels, including in person, over the phone, and via email.

### **Key Responsibilities**

- Serve as a primary point of contact for customers and potential customers
- Answer incoming calls, emails, and walk-in inquiries professionally and promptly
- Discuss glass products, services, timelines, and general project expectations with customers
- Assist with scheduling appointments, coordinating with internal teams, and managing customer follow-ups
- Maintain accurate customer records and communication logs
- Support sales and estimating processes by gathering project details and customer needs
- Represent Templeton Glass with a high level of professionalism and customer care

### **Qualifications & Experience**

- Previous experience in the glass trade is strongly preferred
- Experience in client relations, customer service, sales support, or a similar role
- Comfortable communicating with homeowners, contractors, designers, and commercial clients
- Strong organizational skills and attention to detail
- Proficiency with email, phone systems, and basic office software
- Friendly, dependable, and solution-oriented mindset

### **Position Details**

- **Employment Type:** Full-Time
- **Location:** In-office at Templeton Glass in Paso Robles
- **Schedule:** Monday–Friday