

Zen Renovations

Sales Associate

Takoma Park, MD • In-Person, Full-Time

About the Role

Zen Renovations is seeking a detail-oriented, personable Sales Associate to serve as the primary point of contact for prospective clients from first inquiry through contract signing. This role is central to our sales process — you'll screen leads, run initial client conversations over Zoom, coordinate the sales pipeline, and support the CEO in closing new business. This is a great fit for someone who thrives in a fast-paced environment, communicates with polish and precision, and enjoys learning new subject matter.

Responsibilities

- Screen incoming leads to assess fit and readiness
- Schedule and conduct Zoom interviews with prospective clients
- Schedule onsite appointments for the CEO and other sales representatives
- Manage the sales pipeline and keep it updated daily
- Assist the CEO with preparation of design agreements and construction contracts
- Manage all communication with prospective clients throughout the sales process
- Collaborate with the marketing department on events
- Collaborate with the marketing department to keep sales collateral and the website up to date
- Assist the CEO with other tasks as necessary

Qualifications

- Minimum of 3 years of sales experience, preferably in the remodeling field.
- High attention to detail
- Excellent written and verbal communication skills
- Ability to learn new subject matter (construction) quickly
- Comfortable working in a fast-paced environment
- Strong team player
- Spanish language skills helpful but not required

Compensation & Benefits

- Salary: \$60,000–\$70,000 (no sales commission)
- Vacation: 3 weeks paid vacation, plus office closure between Christmas and New Year's Day, plus a paid day off for your birthday
- Sick Leave: 5 days per year
- Health Coverage: Medical, dental, and vision insurance (employee pays 25% of premium)
- Retirement: SIMPLE IRA plan with company contribution

Schedule & Location

- Hours: Monday–Friday, 8:30 AM – 5:00 PM

- Location: Takoma Park, MD office (in-person; not a remote position)
- Candidates must currently reside in the DMV (DC, Maryland, Virginia) area to be considered

How to Apply

Please submit a cover letter and resume to kevin@zen-renovations.com to be considered.

No phone calls, please.
