



Position: Sales & Logistics Lead

Employment Type: Full Time Potential

Pay Range: \$50,000-\$76,000/year

Location: 3320 Klondike Road, Suite A, West Lafayette IN, 47906

Who We Are:

OutdoorPro Fine Living is a luxury outdoor living store. We specialize in selling high quality outdoor furniture as well as other outdoor products like self-watering Aquapots, gas fire features, pergolas, and lighting. This store was previously ran in IL and we are relocating our showroom to West Lafayette, IN this spring!

Position Summary:

As the "Sales and Operations Lead", you will be responsible for providing a welcoming atmosphere to assist customers choose outdoor furniture that fits their space and lifestyle. This important roles blends customer service, logistics, & marketing. By working directly with customers, communicating with vendors, and maintaining smooth store operations, this position offers an exciting opportunity to make a meaningful impact in our retail environment & help others invest in outdoor living!

Roles & Responsibilities:

- **Welcome guests & guide them through sales process**
- **Prepare & Send Quotes to Customers**
- **Coordinate logistics with vendors & delivery schedules**
- **Oversee team scheduling & daily staffing needs**
- **Lead social media content & develop basic marketing content like flyers & promotions**
- **Maintain a clean & organized showroom appearance**

Skills:

- **Excellent communication & interpersonal skills**
- **Organization skills to balance a variety of tasks**
- **Experience with Square POS system preferred**
- **Some marketing & advertising experience preferred**

We would love to hear from you! If interested, please email resume to: trevork@odpfineliving.com