



Job Posting

Position Title: **DOOR SHOP CARPENTER**
Job Type: **FULL TIME**

WINDSOR PLYWOOD

We specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and especially wood products. Our goal is simple – **focus on our customer's needs and provide outstanding customer service**. We're more than a local building supply company, and our business model is also very different. Most of our locations are family affairs – independently locally owned and operated, not top-down like most franchise groups. We carry high quality, responsibly sourced products and are committed to providing outstanding value and personalized, one-on-one service to all of our customers. We are proud to have been in business 50 years with stores across Canada and in the Pacific Northwest region of the United States.

SUMMARY OF POSITION

The Door Shop is critical to the successful operation of a Windsor Plywood Store. It provides a specialized level of service that is unmatched by the competition. The Door Shop provides material custom-cuts, door panel cutting, door pre-hanging & machine to match – along with custom live-edge & wood countertop construction. The Door Shop Hanger is responsible for the construction & finishing of projects, ordering, replenishment, shop cleaning & safety, transfers, and inventory control. The Door Shop Hanger is driven to produce high quality results that create positive impressions for customers using the services of the Door Shop.

THE BENEFITS

- ✓ Gain experience working with a Building Supply Company in business for **50+ years**
- ✓ Competitive Pay | Extended Health Benefit Program
 - Dental, Pharmaceutical, Travel Insurance, Life | LTD insurance
- ✓ Monday – Friday and paid vacation time
- ✓ Control & organize your own work space & environment
- ✓ Consistent, safe, healthy & temperature-controlled work environment
- ✓ Employee Mental Health & Well-Being program and resources
- ✓ **PERKS:** Employee deep-discounted pricing on all products | Paid-training opportunity

KEY RESPONSIBILITIES

- Wood & Steel Door frame assembly – new installation, re-fit, interior & exterior
- Effectively utilize carpentry skills while safely using machinery & power tools
- Read & interpret drawings & problem-solving installation instructions
- Maintain thorough knowledge of product installation techniques & construction standards
- Provides installation solutions that match customer's expectations – planning to completion
- Support Sales staff during sales process: quoting, material lists & timelines
- Communicate professionally regarding follow-up, change-orders and installation instructions



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- Ability to identify doors - styles, hardware, mortises, grades, dimensions, and species
- Demonstrate high-knowledge of current finishing & renovation trends in marketplace
- Operate Shop in a diligent, efficient & safe manner
- Maintain top levels of organizational standards for the Shop
- Ensure Shop & Equipment is in a clean, presentable & safe-to-operate manner

KEY REQUIREMENTS

- Must have completed Grade 12. Skilled Trade Certificate is an asset
- Experience in Woodworking & Finishing Carpentry
- Excellent verbal and written communication skills in English
- Strong work ethic and self-motivated/self-directed, with an ability to work independently using sound judgment, logical reasoning skills, and intuition
- Must be able to manage multiple tasks
- Flexible, honest, acting in all situations with professionalism and integrity
- Able to deal with changes, delays, or unexpected events in a professional & timely manner

WORKING CONDITIONS

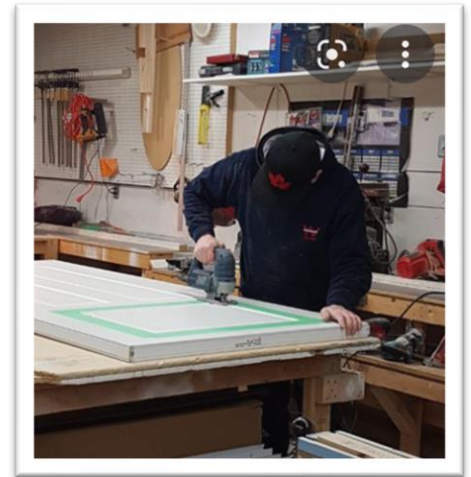
Regularly lifting & pushing/guiding up to 66lbs: Including the following types:

- | | |
|----------------------------|-----|
| a. Low-level & waist level | 50% |
| b. Above-shoulder | 20% |
| c. Front carry | 25% |
| d. Shoulder-carry | 5% |

Regularly Lifting up to **50lbs** including the following types:

- | | |
|---------------------------|-----|
| ▪ Low-level & waist level | 50% |
| ▪ Above-shoulder | 15% |
| ▪ Front carry | 20% |
| ▪ Shoulder-carry | 15% |

Woodworking Shop – Exposure to machinery/tool noise & wood dust
 Required to work extended time standing with Safety Footwear
 Working under tight deadlines & using sound-judgement & discretion
 Busy, high-volume & tight working spaces



All interviewed applicants will be tested to show that they are able to accurately read measuring tools and that they can use metric & imperial forms of measurement. Safely working with common power tools, safely lifting heavy door panels, prioritizing tasks and customer interaction will round out the essential attributes the successful applicant will possess.

Applicants must be legally entitled to work in the Country without sponsorship. We thank you for your interest; however, only those selected for an interview will be contacted.