



Position Title: **SALES ASSOCIATE**
Job Type: **FULL TIME OR PART TIME *SERIOUS INQUIRIES ONLY***
Location: **WINDSOR RENTALS | QUALICUM BEACH 147 FERN RD E**
Compensation: **\$18.00 - \$20.00 per hour (based on experience)**

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 Sales Associate position is critical to the successful operation of the Windsor Plywood Store. The hours may start closer to 20 hours per week but will expand to 40 hours per week as we get closer to summer. This position may also require you to help load if a hand is needed in the yard from time to time. Sales is responsible for products & materials entering, stored & leaving the Yard and the Store. This includes responsibility for sorting, picking, replenishment, yard cleaning, transfers, and inventory control and driving. The Sales Associate is driven to produce high-paced quality results that create positive first impressions for customers upon entering the store. You will work and participate in other areas of Store.

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
- ✓ Paid vacation time & paid Sick-Days
- ✓ Sales team not required to regularly work Evenings, Sundays & Statutory Days Off
- ✓ Employee Mental Health & Well-Being program and resources
- ✓ **PERKS**: Employee deep-discounted pricing on all products | Paid-training opportunity

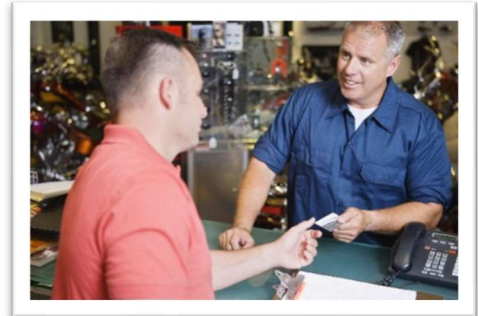
KEY RESPONSIBILITIES

- Support Sales staff during sales process: quoting, material lists & timelines
- Ensure incoming and outgoing inventory is routinely inspected for damage and accuracy
- Utilize all processes to mitigate inventory shrinkage and product damage
- Ensure every customer experience exceeds the customer's expectations – **go the extra-mile**"
- Shipping & Receiving | Ensuring all inventory leaving/entering Yard has appropriate paper-work
- Order picking, pulling, palletizing, staging & loading
- Assisting Contractors and other customers with locating products
- Loading & unloading of Transport Trucks, Deliveries & Customer vehicles
- Operate Forklift & Delivery Vehicle in a diligent, professional & safe manner
- Customer off-site deliveries & maintenance of equipment, buildings and landscaping
- Actively monitor material organization, stocking levels, & accuracy in Yard
- Diligently follow Check-lists, policies, processes & procedures
- Maintain a safe & positive work-environment



KEY REQUIREMENTS

- Valid Drivers License is required for this position.
- Minimum Grade 12 Education | Prior Yard experience is an asset.
- Applicants with prior Building Material Supply experience will be given preference. However, applicants will professional skills from other industries will be strongly considered and provided industry training from Windsor Plywood.
- Strong work ethic and self-motivated/self-directed, with an ability to work independently using sound judgment, logical reasoning skills, and intuition
- Excellent verbal and written communication skills in English
- Prioritize tasks and manage time effectively, always mindful of the customer
- Flexible, honest, acting in all situations with professionalism and integrity
- Able to deal with changes, delays, or unexpected events in a professional & timely manner.
- Permanent resident of Canada



GENERAL WORKING CONDITIONS

- Visual ability to use Computer screens & read small-labels
- Auditory ability to use telephone hand-set
- Exposure to some wood dust & debris
- Busy, high-volume work environment
- Engaging with Contractors, DIYers, & Home-Owners

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