



Position Title: **INSIDE SALES & PURCHASING**  
 Job Type: **PERMANENT | FULL TIME | MON-FRI**  
 Location: **HEAD OFFICE | LANGLEY**  
 Compensation: **\$45,000 - \$60,000 Annual Salary | Based On Experience**

**\*\* PLEASE SEND COVER LETTER AND RESUME TO JDAVIES@WINDSORPLYWOOD.COM\*\***

### WINDSOR PLYWOOD | HEAD OFFICE

Our Stores specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and specialty wood products. Our business model is also very different as 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 62 stores across Western Canada and the Pacific Northwest of the United States.



Head Office prioritizes supporting our stores above all else. A great deal of autonomy is provided to our stores; however, they look to Head Office regularly for guidance and support. Our stores expect to receive knowledgeable assistance with quick turnarounds. Overall, the Head Office team are “doers” and not afraid to roll-up their sleeves when necessary. If you are looking for a formal corporate environment, this is not for you.

### DESCRIPTION OF POSITION

The Sales Department are responsible for both the purchasing and selling of product for our stores. The Inside Sales & Purchasing position is part of a 5-person department and reports directly to the Sales & Purchasing Manager. The role requires regular multi-tasking with limited opportunities for quiet focused time during business hours. The Sales Department is hands-on when needed in order to demonstrate to the stores the level of customer service we expect our stores to offer their customers. The success of this role will primarily be measured by sales results. The goal of the Sales Department is to be the go-to for store inquires of all kinds - not just stocked products. When inquires for products - not distributed by Head Office – we want to assist stores in finding vendors and obtaining quotes quickly. **We want our stores to make us their first call.**



### THE BENEFITS

- ✓ Gain experience working with a Building Supply Company in business for **50+ years**
- ✓ Competitive Pay | Employee Benefits
- ✓ Dental, Pharmaceutical, Travel Insurance, Life | LTD insurance
- ✓ Regular Business Hours – Monday to Friday
- ✓ Paid Training Opportunities
- ✓ Employee Wellness Program
- ✓ **PERKS:** Employee deep-discounted pricing on all products

### KEY RESPONSIBILITIES

- Maintain existing and grow new store relationships





- Proactively engage, assess, and anticipate the needs of our stores individually
  - Find innovative methods to supply products | substitution and special orders
  - Proactively evaluate inventory levels to reflect adequate stock to fulfil store needs
  - Support advertising department with suggested products to be featured
  - Participate with editing and proof-reading marketing content
  - Assist with physical inventory counting, product receiving and warehouse storage planning
  - Update job-knowledge by participating in educational and training opportunities
  - Actively participate, help develop, and contribute to Windsor-U training material
- 1.

#### Experience Required:

- Retail or Wholesale customer-facing sales experience
- Lumber Building Materials (LBM) industry is preferred
- Ability to identify grades, dimensions & species of lumber
- Comfortable with the use of email and spreadsheets
- Permanent resident of Canada

#### Skill Requirements:

- Able to manage multiple tasks at one time
- Deal with changes, delays, or unexpected events in a professional & timely manner
- Strong comprehension with verbal and written communication skills in English
- Sense of ownership and accountability – “intrapreneurship”
- Self-directed with an ability to use sound judgment, logical reasoning skills, and intuition
- Flexible, honest, acting in all situations with professionalism and integrity

## GENERAL WORKING CONDITIONS

Personal workspace in an open office floor plan with other members of Sales Department

Available to work Monday – Friday business hours

Occasionally required to enter yard and warehouse to roll up sleeves and get hands dirty

Required to attend some local trade shows and meetings over a weekend

**No work-from-home or offsite work arrangements are provided**

*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. #windsorplywoodshiring*

