



Position Title: **MANAGER**  
 Job Type: **FULL TIME | PERMANENT**  
 Location: **PENTICTON**  
 Compensation: **SALARY – Based on Experience**

## PENTICTON

**Relocate to the Okanagan for a Manager Position With Future Ownership Opportunity!**

With Penticton's sunny weather, short commutes, lower cost of living and four season outdoor playground – its no surprise Penticton is attracting some of the brightest entrepreneurs in the country.

**#startherepenticton**



## WINDSOR PLYWOOD PENTICTON

This successful store is independently owned and operated by Jay and Petrina Taylor. It is equipped with a stunning showroom, full Door Shop and generous Yard space. The team of just under 10 employees work hard by helping out in all areas of the business to serve the city of Penticton and surrounding communities.

## SUMMARY OF POSITION

This management opportunity is ideal for a current Windsor Plywood employee who has been with Windsor Plywood for at least 2 years and is looking for a longer term investment in their career. The role is hands-on and works daily from the front counter directly involved in the sales activities. They require a strong sense of business acumen along with building material experience to give them the ability to serve their customers. The manager will work closely with owners on a regular basis.

## THE BENEFITS

- ✓ Stability in the building material industry
- ✓ Autonomy to succeed
- ✓ Competitive Pay + Benefits
- ✓ Management training program
- ✓ Build or renovate your home with deep-discounted pricing

**Relocation subsidy available!**

## HERE IS WHAT YOU WILL DO

### Sales & Customer Service

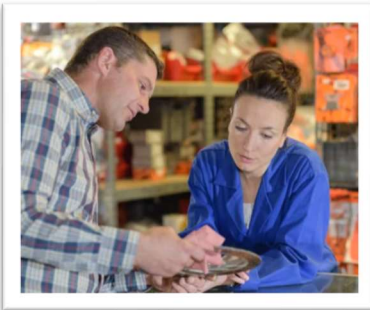
- ✓ Lead by example by demonstrating top levels of hands-on customer service
- ✓ Identify & recognize large sales opportunities when dealing with Contractors
- ✓ Monitor the quality of customer service on regular basis
- ✓ Initiating advertising material and ideas to drive sales
- ✓ Trial new products and measure for success

### Employees

- ✓ Provide strong leadership to manage, train and coach employees
- ✓ Actively build team through recruitment and internal development
- ✓ Participate in staff coaching, performance reviews and disciplinary matters as required
- ✓ Conduct monthly staff meetings

### Operations

- ✓ Establish, monitor and control inventory and expenses
- ✓ Ensure health & safety compliance
- ✓ Actively control transactions including daily sales, returns, costs, expenses
- ✓ Proactively evaluate Store inventory levels to ensure sales demand is fulfilled
- ✓ Keyholder and attend store off-hours in the case of emergencies



## REQUIREMENTS

Worked with Windsor Plywood - minimum 2 years  
Ability to identify, source, and sell building materials.  
Able to use woodworking machinery  
Permanent resident of Canada  
Valid Drivers License

## GENERAL WORKING CONDITIONS

Growing the business in the community and getting involved outside of work

Working flexible business hours – including Saturdays

Required to work extended time standing

Exposure to some wood dust & debris, environmental weather conditions in yard

