



**Job Title:** Contractor Sales Representative (Beddis Road)  
**Location:** 225B Beddis Road (Training at 166 Rainbow Road)  
**Job Type:** Full-time – Tues-Sat 8:00am-4:00pm (some over-time as needed)  
**Reports to:** Assistant Manager  
**Pay Range:** \$23-\$28 + twice-yearly bonuses

**\*\*APPLY TO JESS HARKEMA AT [JHARKEMA@WINDSORPLYWOOD.COM](mailto:JHARKEMA@WINDSORPLYWOOD.COM) BY MARCH 13<sup>th</sup>\*\***

Windsor Plywood Salt Spring is locally owned and operated. It sells building materials for all stages of construction - foundation to finish. Our goal is simple – focus on our customers' needs and provide outstanding customer service. We're more than a local building supply company. 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 for 45+ years.

## Job Summary:

The Contractor Sales Representative is responsible for building and maintaining relationships with professional contractors, builders, and remodelers. This role involves driving sales, providing expert product knowledge, and ensuring excellent customer service. The ideal candidate has experience in building materials, strong sales skills, and the ability to self-start, multi-task efficiently and work independently. We are willing to train a candidate with the right fit for Windsor Plywood.

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## Key Responsibilities:

### Sales & Customer Service:

- Develop and maintain strong relationships with contractors, builders, and other professional customers.
- Identify customer needs and recommend appropriate building materials and solutions.
- Provide accurate quotes, estimates, and product recommendations.
- Process sales orders and ensure timely delivery of materials.
- Follow up on leads, bids, and past customers to generate repeat business.
- Coordinate with the delivery team to fulfill customer orders efficiently.
- Assist customers with special orders and custom requests.

### Product & Industry Knowledge:

- Stay up to date on building materials, construction trends, and industry regulations.
- Educate customers on new products, pricing, and promotions.
- Work closely with vendors and suppliers to ensure competitive pricing and availability of products.
- Attend sales meetings and training sessions as required.

### Qualifications & Skills:

- Previous sales experience in the building materials or construction industry preferred.
- Strong knowledge of lumber, plywood, hardware, roofing, siding, and other building products.
- Excellent communication and customer service skills.
- Ability to read blueprints, construction plans, and material takeoffs an asset.
- Proficiency in computer skills.
- Valid driver's license and ability to travel to job sites.





## Work Environment & Physical Requirements:

- Ability to work in a retail, yard and warehouse setting, including occasional lifting of heavy materials
- Comfortable working in a fast-paced, customer-focused environment
- Some outdoor work may be required when visiting job sites and assisting customers find outdoor product

## Benefits & Compensation:

- Competitive base salary plus twice-yearly bonuses (based on individual and company performance)
- Extended Health, dental, and vision insurance (after 6 months).
- Employee discounts on building materials
- Opportunity for further paid training - online and in person
- Staff social events

Please submit your resume and a short cover letter to Jess Harkema at [jharkema@windsorplywood.com](mailto:jharkema@windsorplywood.com)

