



3955 Quadra St. Victoria, BC • 250-479-7151

Position: Contractor Salesperson

Reports to: Operations Manager

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About the company

We are a premier lumberyard supplying a wide range of construction materials to commercial and residential construction projects throughout the greater Victoria area. This includes but is not limited to dimensional lumber, plywood, drywall, insulation, steel stud, mouldings & millwork, doors and windows.

Job Overview:

The Contractor Salesperson is responsible for dealing with all contractors needs and ordering special orders. This position requires someone with extensive knowledge of the industry, building codes and the contracting business. He or she needs to be a self-motivated person, with excellent communication skills.

Required Accountabilities:

- Develop a professional relationship with customers to build trust and loyalty towards the company
- Represent the company in a professional manner and ensure that the contractor customer is treated with the utmost respect and courtesy
- Work with the contractor and major project customers in helping with the design of projects, requirements for blueprints, designs and estimates with the goals of the company objectives
- Generate new business leads with potential new customers both contractor and those planning major renovation projects
- Be aware of all changes to the local, provincial and federal building codes
- Build strong relationships with qualified trades persons within the community so as to provide a list of those trades for prospective customers and pursue new account growth
- Maintain a liaison with the store estimators and other departments to ensure smooth and problem free supply of products and services for contractor projects
- Be fully aware of all company policies and procedures, inventory, special order procedures and pricing policies
- Be aware of the competitions policies, pricing, and activities within the company trading area
- Handle customer complaints towards a satisfactory resolution for the customer
- Be familiar with the company credit policy and working with the credit manager to collect overdue accounts
- Remain current in knowledge of marketplace dynamics with new suppliers and products and informing contractors of changes

- Providing quotes and tracking accounts for our contactors
- Achieving and exceeding sales and credit goals while providing excellent customer service
- Proactively driving sales and assessing current contractor needs on a continuing basis
- Contribute to the implementation of lean manufacturing principles
- Assume other duties as requested by the General Store Manager or owner

Job Requirements:

- Strong interpersonal skills
- Strong computer skills in Excel, word and POS system
- Strong organizational skills and time management skills
- Strong desire to build interpersonal relationships with members of the industry
- Action-oriented attitude and ability to adapt to a fast-paced environment
- Competitive edge
- A strong background in the construction and home improvement industry, as well as, retail and sales
- Physically able to perform tasks that require prolonged standing, sitting and other activities that are necessary to perform job duties

If you have the qualifications that we are looking for to join our team please submit your resume and letter of interest. We are a well-established company within which there is room for advancement for the individual whom demonstrates conscientiousness, diligence, honesty, integrity, critical thinking and is a self-starter.

Submit to careers@lumberworld.net