



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

Position: Door Sales

Reports to: Operations Manager

Edition: March 2021

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 Door Sales Associate develops and maintains positive working relationships with contractor and retail customers who visit and call the store. Together with other team members, this Sales professional demonstrates excellent customer service and sales skills to ensure our customer's needs are met.

Required Accountabilities:

- Provide project quotes to builders and retail customers, enter delivery/special orders and assist in purchasing
- Build strong customer relationships through reliable call backs, follow up on deliveries and awareness of project timelines to foresee customer needs
- Keep management informed through submission of activity and results reports
- Recommend changes in category products, services, and policies by evaluating results and competitive developments
- Be a source of knowledge in the window and door department
- Understand paperwork systems and quality standards
- Interact with door production personnel
- Advise supervisor of inventory or other product concerns
- Ensure regulations, company policies and procedures are followed
- Maintain safety procedures at all times
- Contribute to the implementation of lean manufacturing principles
- Assume other duties as assigned by management

Job Requirements:

- 2+ years of sales experience
- Door and window product knowledge
- Knowledge of building supplies and construction practices
- Self-starter, detail oriented with disciplined work habits

- Take responsibility for errors made and a job well done, notifying customers and supervisors as soon as mistakes are realized
- Superior communications and organizational skills
- Ability to work independently and as part of a team
- Action-oriented attitude and ability to adapt to a fast-paced environment
- Physically able to perform tasks that require prolonged standing, sitting and other activities that are necessary to perform job duties
- Physical ability to move large , bulky and/or heavy merchandise up to 50 lbs, repeatedly
- Flexibility in work schedule to meet the demands of the store and management

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