

## THE OPPORTUNITY

Slegg Building Materials is currently seeking a Full-Time Garage Door Manager to work Monday to Friday.

## THE LOCATION

### Door shop in Langford

This 35,000 square feet facility is located beside our Flagship Slegg location in Langford across 14 acres. Langford is the business heart of the Westshore where you will find large retailers and wholesale stores, light industrial companies and many small businesses. With Langford's growing population this makes it an ideal location.

The Door shop renders state of the art equipment for manufacturing interior and exterior residential and commercial doors. They are always looking for enthusiastic and hard-working individuals to join their team.

## THE BENEFITS

Slegg offers competitive benefits including Drug and Dental Coverage, practitioners, disability and life insurance. Retirement savings plan with RRSP contribution matching (after 1 year of service), exclusive Employee stock purchase plan. You'll be able to take advantage of exclusive company discounts on all products sold at Slegg and our partnerships with Telus Mobility, Suburban Motors, Good lift Fitness and Popeye's allows discounts on a variety of products. All Slegg employee's and their immediate family members are eligible for an annual Scholarship program which offers onetime payments directly to an accredited school of attendance. Pre Covid, we offer monthly complimentary breakfast or lunch for our staff– We hope to do these again soon!

## THE RESPONSIBILITIES

- Growth of business through new products, new customers, or provision of additional products.
- Communicate with the sales team/customer/general contractor/owner on projects
- Prepare PO requests for products with specified suppliers to ensure on time delivery
- Review supplier order confirmations to ensure correct products have been entered into production and the shipping date is accurate
- Maintain inventory levels, security, and accuracy in order to best service the customer
- Coordinate with internal garage door production to ensure correct products are manufactured on time
- Management of pricing and required margins
- Collaborate with the sales team to review and discuss quotes, sales orders and scopes of work to ensure they are correct, accurate and suitable for the application.
- Coordinate and schedule product installation and service
- Invoice completed work and delivered/installed product
- Manage payment of contract installers/service technicians
- Carry out site visits to verify, safety, quality and solid customer relationships
- Carry out site measures in order to ensure correct product is quoted, ordered and installed
- Effectively communicate with sales, customer, the manufacturing team and technicians, ensuring maintenance of customer service standards and enabling effective customer service
- Proactively support the Slegg safety program and initiatives, comply with all safety policies and procedures and ensure utilization of safe work practices while on site and in the office
- Maintain positive customer relationships and communicate effectively with all internal and external customers

- Liaise with other disciplines in the execution of their work as required
- Other duties as assigned

#### **THE REQUIREMENTS**

- Strong interpersonal and organizational skills
- Ability to lead and motivate team members
- Strong attention to detail, analytical and problem-solving skills
- Strong organization and decision-making ability
- Ability to prioritize and handle multiple tasks in a fast-paced environment
- Ability to respond to common inquiries or complaints from customers in a timely manner
- Ability to present information to senior management and customers
- Working knowledge of MS Office suite and Microsoft Navision desirable
- Willingness to learn products, systems and processes and train others as needed
- Ability to deal with complex concepts comfortably; described as intellectually sharp, capable, and agile

Please apply online at [www.slegg.com/careers](http://www.slegg.com/careers) or email [HR@slegg.com](mailto:HR@slegg.com)

*Thank you for your interest in Slegg Building Materials. Only those chosen for an interview will be contacted.*