

Port Hardy Building Supply has been serving the North Island and surrounding areas in various capacities since the early 60's. We are family owned and operated offering quality products with helpful advice and outstanding friendly service.

We have been a family owned and operated business in this community for the last 65+ years. We could not operate without our amazing staff, excellent management, exceptional customers, and a community that we are proud to call home. Our management team is focused on the basics of exceptional customer service, outstanding products at fair prices, and a commitment to our local community and economy.

We are seeking a full-time Contractor Sales Associate

The Contractor Sales Associate assists the Contractor Sales Manager with all contractor-related sales. They will be a critical part of the Contractor Sales team. The successful candidate will be responsible for resolving issues related to contractor sales and maintaining a strong level of knowledge and understanding of the needs of the business. The Associate will also provide support for order fulfillment for contractors, review, adjust and approve orders for fulfillment.

Applicants with prior Building Supply or Woodworking Industry experience will be given preference. However, applicants with professional skills from other industries will be strongly considered and provided industry training.

The successful candidate will possess the following qualifications:

- Minimum of one (1) year of experience in a similar sales focused environment;
- Prioritize tasks and manage time effectively, always mindful of the customer;
- Flexible, honest, acting in all situations with professionalism and integrity;
- Able to deal with changes, delays, or unexpected events in a professional & timely manner;
- Excellent problem solving, multitasking and time management skills;
- Outstanding interpersonal and communication skills;
- Ability to handle difficult situations and customer concerns with confidence;
- Strong computer skills;
- Detail orientated with excellent organizational and follow-up skills;
- Responsible and motivated;

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment.

Kindly forward your resume and cover letter via email to admin@hardybuilders.ca