



22538 Fraser Highway, Langley, B.C. V2Z 2T8

Phone: 604.533.4447 Fax: 604.533.0451

www.countrylumber.ca

Employment Posting

Job Title: **Contract Sales Associate**

Department: **Contract Sales**

Status: **Full Time**

Great opportunity to establish yourself with a growing company!

****Benefits & RRSP after 3 months' Probation****

Basic Function and Scope of Responsibilities / Position Overview:

The Contract Sales Associate is responsible for all sales functions in a professional manner with our contractor customers by providing prompt and efficient service to achieve maximum sales and customer satisfaction. Strong professional communication and interpersonal skills, with the ability to deal with conflict resolution recommended.

Principal Responsibilities:

- Exhibit a positive, professional relationships by providing '***Customer Service Excellence***' at all times.
- Assess customer needs and provide expert advice on any products
- Visit job sites for existing customers and to acquire new customers.
- Process orders accurately and on a timely manner
- Communicate effectively and professionally with customers, vendors, store associates, and management to exceed all client sales and service expectations
- Assist Accounts Receivable Staff with customer issues, pricing disputes etc.
- Keep up to date with new products and their technical applications
- Entertain clientele for both industry and company sponsored events.
- Adhere to company standards, policies, and procedures
- Perform other duties as requested by management

Knowledge, Skills, and Abilities:

- Conflict management, negotiations, and the ability to influence others.
- Excellent accuracy and attention to detail in performing and data entry
- Autonomous and dependable, while working in a team and contributing to the overall company goals
- Ability to work within a fast-paced, deadline-driven, and challenging environment with directional change at a moment's notice
- Ability to maintain confidentiality concerning financial, or personal files and information
- Good communication skills, both written and verbal and strong inter-personal skills



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- Strong problem-solving skills, ability to multi-task and organization abilities
 - Positive attitude, willingness to improve processes, flexible and openness to change
 - Experience using Intermediate Excel, Word, Microsoft Office products
 - Must have a driver's license with own vehicle.

Working Conditions:

- Ability to stand and/or sit for an hour, or more, at a time
- Ability to lift items weighing 3 lbs. to 50 lbs.
- May have days of extensive driving to client building sites.
- Full time hours through-out the week, including some evenings and weekends for entertaining clients.

Compensation:

- Benefits and RRSP match after 3 months' probation is successfully completed.
- Candidates that are selected for further review will be contacted by email or phone detailing specifics of our competitive compensation package.

Contact:

If interested in this position, please submit a copy of your resume and cover letter to hr@countrylumber.ca

- Candidates selected for further review and / or interview will be contacted by email or phone.

Thank you for your consideration!