

FULL TIME SALES ASSOCIATE

The WoodSource is seeking a Full Time Sales Associate to join our expanding team of lumber and millwork sales professionals.

ABOUT OUR BUSINESS

The WoodSource is a growing Canadian business providing custom millwork services and specialty lumber to Eastern Ontario and beyond. Sourcing woods locally and from around the globe, we supply some of the finest building materials to business partners, contractors, independent homeowners, and skilled craftsmen. We are proud to employ over 40 people and greatly value the contributions of each of our team members. We are committed to providing the highest quality material and service to our customers.

YOUR NEXT CHALLENGE:

Reporting to the Sales Manager, the Sales Associate will support the daily store activities of the business with an aim to develop long standing relationships with various business customers and contractors. The Sales Associate will work at the front counter and assist customers by providing quotes and filling customer orders.

Schedule: 42.5 hours a week with Sundays guaranteed off

Location: 6178 Mitch Owens Rd, Manotick

SPECIFIC RESPONSIBILITIES

- Provide excellent customer service;
- Process customer sales;
- Answer the sales desk phone to respond to customer inquiries and orders;
- Provide customers with expert advice regarding various wood products;
- Build long term relationships with customers;
- Develop strategies and sales tactics to support business growth;
- Ensure the store and sales desk are kept neat and tidy;
- Other tasks as required.

WHAT YOU NEED

- Professional approach and presence;
- Outstanding attitude: have initiative, display excellent follow-up, have a positive outlook and be a pleasure to work with;
- Excellent English communication skills (written and verbal);
- Ability to use Microsoft Office including Word and Outlook;
- High school diploma;
- Previous experience in the lumber industry or woodworking is considered an asset;
- French communication skills are considered an asset;
- Previous retail experience is considered an asset;
- College diploma/university degree is considered an asset.