



Join the **Home Team**

Who We Are

Pro Builders Supply Ltd. operates Home Hardware Building Centre's in Kelowna, Osoyoos, and Penticton, BC, as well as Canmore and Olds, AB, supporting a wide range of consumer and contractor home improvement needs. We pride ourselves on providing top-quality building materials and exceptional customer service to contractors and customers alike. We're Pros at helping Pros!

We are currently seeking a dedicated and knowledgeable full-time **Contractor Sales Associate** to join our team.

About the Role

The Contractor Sales Associate is responsible for delivering prompt, courteous, and efficient sales and service to contractors and customers. This role involves understanding customer needs to recommend products and services, preparing quotations based on project specifications, and coordinating logistics to ensure timely product delivery. The ideal candidate will be proactive in identifying sales opportunities and possess a strong knowledge of building materials. The key role responsibilities also include:

Key Responsibilities:

- Utilize a consultative sales process to determine contractor/customer needs.
- Proactively identify sales opportunities, request business, and refer customers to other departments or Pro Builders' owned stores as necessary.
- Negotiate large orders using provided price lists.
- Provide accurate quotations to contractors/customers and process successful sales orders.
- Estimate entire lumber packages for home and commercial projects.
- Process special orders and follow up with customers when products arrive.
- Maintain familiarity with in-stock items and yard inventory, including product use and operations.
- Collaborate with the Yard Manager to ensure timely delivery of products.
- Process inter-store transfers and provide administrative support to the Contractor Management sales team.
- Manage invoicing for goods sold and follow up on payments.
- Track sales activities, follow-up calls, and other proactive efforts to meet or exceed individual and team sales targets.
- Actively pursue new business within the local trading area.
- Ensure a clean and organized area with proper assembly/takedown of product displays.
- Participate in ongoing personal training and development as required.
- Assist in training new associates.
- Contribute to the continuously evolving demands of the job and business and participate in special projects as assigned.

Here's What We Have to Offer

- Competitive Wage and Annual Bonus
- Group Health Care Benefits; including Extended, Dental, and Paramedical
- RRSP Matching
- Employee Store Discount
- Training and Education Advancement Opportunities
- Great Team Environment
- Work-Life Balance / Flexibility

Pro Builders is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

What We're Looking for in You

- High school diploma or equivalent.
- 3-5 years of contract sales experience.
- 2-3 years of customer service experience.
- Experience with POS systems or other computer database systems; computer literate.
- Knowledge of current industry trends, pricing, and local building codes an asset.
- Background in retail, hardware, lumber, and building materials industry ideal.
- Sales training or education always a plus.
- Customer-focused with a proven track record of building open and trusting relationships a must!

Apply Now to Become Part of the Home Team!

If you are passionate about sales and customer service, and have experience in the construction industry, we want to hear from you. [Apply Here!](#)

We appreciate your interest and application, but only those selected for an interview will be contacted by our recruitment team!

Checkout our website to learn more: <https://valleyhbc.com/>