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| Position: | Forest Products Trader |  | Reports to: | Director, Forest Products Trading |
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| Location: | AB, ON, BC |  | Date: | November 2024 |

# Position Summary

Under the supervision of the Director, Forest Products Trading, the Forest Products Trader is responsible for increasing gross margin profits generated by his/her sales activities, while controlling the levels of inventory involved with the trading function and maintaining them in line with the profit margins generated by the Group’s activities. The Forest Products Trader is also responsible for ensuring that the Group provides customers with exceptional customer service while working in harmony with corporate goals.

## Key Responsibilities

Under the supervision of the Director, Forest Products Trading, the key responsibilities of the role are:

* Plan, organize and execute the sale of products in the perspective of maximizing volume of sales to customers on a direct basis and/or warehouse basis to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the maximization of the volume and accuracy of quotations of products for customers on a direct basis and/or warehouse basis to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute weekly promotions assisting with the maximization of the volume of sales of products to customers on a direct basis and/or warehouse basis to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute analysis and verification of the market information in order to make better decisions in support of the maximization of the profitability of the forest products trading activity and of the accuracy of the determination of the selling prices in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute proper communication in order to ensure that all key stakeholders in the forest products trading activity are well informed about the current state of the market in order to make better decisions in support of the maximization of the profitability of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute efficient communication about and appropriate management of customer’s expectations on the selection, quality and quantity of the offered services and products in support of the maximization of the profitability of the forest products trading activity and of the accuracy of the determination of the selling prices in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the optimal evaluation and analysis of the market conditions in order to assist with the maximization of the utmost efficient management of inventory level and rotation for all locations involved with the forest products trading activity to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the optimal research for sales and market share growth opportunities, the identification of prospects for enrollment in our organization in order to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the optimal visit plan and system of the organization existing and new clients in order to assist with meeting performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize, monitor and evaluate the cost and quality of goods and services, including the development of specifications for equipment, products or substitute materials, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize, direct, control and evaluate the identification and recording process of vendors of materials, equipment or supplies who are of prime interest for the improvement of the Group’s best corporate interest and commercial advancement;
* Participate, support and assist in the planning, organization, direction, control and evaluation of the rules, regulations and strategy pertaining to the negotiation of purchase contracts of supplies and services or to the preparation of bids, quotes or tenders to suppliers or buyers depending on the circumstances, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the optimal research for sales and market share growth opportunities, the identification of prospects for enrollment in our organization in order to meet performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize and execute the optimal visit plan and system of the organization existing and new clients in order to assist with meeting performance objectives, placing a clear and unequivocal emphasis on increasing the Gross Margin Value on all aspects of all the transactions which are organized as part of the forest products trading activity, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize, direct, control and evaluate the processes and systems for studying market and industry related business reports, trade periodicals, sales promotion materials, industry trade shows, emerging industry trends, products design and manufacturing methodology emerging trends, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;
* Plan, organize, direct, control and evaluate the processes and systems for preparation of reports, statistics and records, in the prime interest of the improvement of the Group’s best corporate interest and commercial advancement;

###### **Qualifications**

* College/University diploma in Business, Sales and Marketing
* 10-12 years of experience in forest products sales and purchasing
* Computer literacy
* Bilingual, English and French language skills (an asset)

Total compensation between $90,000 and $100,000, based on experience and qualifications.

Participation to comprehensive group benefit package.

Please apply by sending your current resumé and a cover letter to:

[HR@timbrmart.com](mailto:HR@timbrmart.com)

Please note the position title in the subject line

This posting will close on December 31, 2024; applications received after this date will not be considered for the position.

TIMBER MART is an equal opportunity employer; this position is offered in accordance with this principle.

Although, the confidence demonstrated towards TIMBER MART by all those who will decide to apply to the present posting is appreciated, please take note that only the applicants selected to be offered an interview will be contacted.