Position: **Building Estimator/Sales Associate**

Duties:

* Build sales relationships with contractors and retail lumber & building materials clients
* Use SPRUCE POS system to complete customer sales, quotes, orders, purchase orders and inventory receipts
* Provide quotes and sales for projects from details provided by the customer
* Determine customer’s needs by asking open-ended questions.
* Communicate product knowledge to the customer as appropriate.
* Process special orders for non-stock or out of stock items.
* Be familiar with and maintain up-to-date information on pricing.
* Know local building codes.
* Know prices, practices, and policies of the company’s competitors.
* Update yourself with practical knowledge of building materials and lumber products, including their uses, advantages, and disadvantages.
* Resolve customer complaints.
* Be familiar with current yard inventory and surplus items.
* Maintain professional confidentiality of all store and customer records.
* Work on additional duties and assignments as assigned by management.

Salary: Starting at **$23.00-$30.00 PER HOUR** based on experience

Benefits: Provided by Desjardins after completion of probationary period.

Start Date: **April 1, 2025**

Working Hours: 9:00-6:00 Monday through Friday with alternating Saturdays.