

Sales/Estimating/Purchasing Personnel Needed

We have an immediate opportunity for the right candidate to join our inside sales/estimating/purchasing team.

Nor-Ont Supply Ltd is a family owned company supplying building materials for over 60 years and is known for its outstanding products and customer service.

We are centrally located in the heart of Thunder Bay serving both the commercial and residential building industries from foundation to finishing.

We offer a full time position, competitive salary (commensurate with experience), full benefit package and a dynamic and upbeat work environment.

Responsibilities will include:

- greeting customers and responding to questions and requirements
- merchandising of the sales area
- handling of cash and credit card sales
- estimating of jobs
- purchasing of materials from wholesalers
- use of computer

Requirements for this job:

- relevant experience with construction materials and practices
- good working knowledge of building concepts and the ability to assist our customers with their requirements
- retail experience
- ability to read and interpret drawings/blueprints
- ability to provide timely and accurate estimates
- ability to communicate effectively verbally and in writing
- have a professional attitude
- familiar with POS systems and other software programs
- minimum Grade 12 diploma or equivalent

Please send resume to mlendrum@norontsupply.com