

**UNITED LUMBER AND BUILDING SUPPLIES COMPANY LIMITED**

520 Bayfield Street North, Barrie, Ontario L4M 5A2  
12833 Highway #50 South, Bolton, Ontario L7E 1M5  
333 Guelph Street, Georgetown, Ontario L7G 4B3

(705) 726-8132  
(905) 857-6970  
(905) 873-8007

**UNITED TRUSS**

3325 Thomas Street, Innisfil, Ontario L9S 3W4

(705) 436-3425

Our **Georgetown** location is hiring a Full Time **Lumber Sales Associate**. We are looking for candidates with construction and building supply knowledge.

United Lumber offers employee benefits for full time employees with an added benefit of employee pricing at United Lumber Home Hardware!!

**Job Duties:****Customer Service**

- ⇒ Provide in-store customer assistance providing our customers with excellent service in getting the right product for the job and sharing your knowledge
- ⇒ Handle telephone enquires
- ⇒ Look after customer disputes/complaints
- ⇒ Quote Decks or other special order items
- ⇒ Follow through to ensure commitments made to customer are met
- ⇒ Help with carry-outs

**Order/Purchasing processing**

- ⇒ Complete in-store/telephone orders to ensure customers receive goods as promised
- ⇒ Arrange for deliveries as required
- ⇒ Arrange for timely delivery of goods from HH and other suppliers
- ⇒ Complete PO input to reflect special and regular orders

**Inventory Management**

- ⇒ Stock shelves as product received
- ⇒ Ensure appropriate product levels are maintained at all times
- ⇒ Investigate inventory discrepancies
- ⇒ Ensure physical/system inventory levels are accurate

**Department Maintenance**

- ⇒ Ensure displays and products are organized and clean
- ⇒ Constantly monitor storage of products/displays and remedy any hazardous situation
- ⇒ Maintain Bin label system
- ⇒ Ensure appropriate signage in place where Bin labels cannot be used
- ⇒ Keep aisles free and clear of clutter – sweep, mop as needed
- ⇒ Assemble products as needed for display

**Job Requirements:**

- Building Supplies knowledge Product Knowledge
- Customer Service oriented
- Reliability

**Hours of work:**

Various Hours: Example Daytime 8-5, approximately 2 11:30-8 shifts per week and working every other weekend.

**To Apply:** Only potentially qualified candidates will be contacted. An application will be emailed to you or can be filled in by visiting [www.unitedlumber.ca](http://www.unitedlumber.ca) Tab: Contact us, careers. United Lumber welcomes & encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.