

**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 locations are looking to hire Full and Part time **Sales Associates**. In **Bolton and Georgetown** we are looking for candidates with construction and building supply knowledge. In **Barrie** we are looking for candidates with knowledge in Seasonal, Electrical and Hardware.

We offer employee benefits for full time employees with an added benefit of employee pricing!!

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 (Barrie,Bolton and Georgetown)
- Seasonal, Hardware, Electrical (Barrie)
- Customer Service oriented
- Reliability

Hours of work:

Various Hours: Examples Daytime 7-4 or 8-5, 11:30-8 and working every other weekend. (Hours of operation vary by location)

We welcome & encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.