



A DIVISION OF NELSON LUMBER COMPANY

NELSON HOMES SALES REPRESENTATIVE

Description:

Nelson Homes has an immediate opening for a Sales Representative at Retail store location in Grande Prairie, Alberta. This is a full time position with hours Monday – Friday 8:00 am – 5:00 pm and the occasional weekends during the home show seasons and for scheduled customer appointments.

Duties and Responsibilities:

The key duties and responsibilities of this position are:

- Provide outstanding customer service to all customers inquiring on a Nelson Homes product; from material building packages to RTM Homes
- Complete thorough and accurate quotes
- Show and explain to the customers the details of the homes and building process
- be available to both walk-in and scheduled customer inquiries
- respond to various forms of inquiries in a prompt manner

Skills:

The successful candidate must have the following skills and experience:

- Be extremely organized with the ability to multi-task.
- Must have a minimum of 2 years' experience in customer service or sales preferably in the new home construction industry
- Have construction knowledge
- Knowledge and understanding of blueprints.
- Be fluent in Microsoft applications

Salary: Monthly salary plus commission.

Contact:

If you are interested in working in a fast paced small team environment, please forward your resume to:

Tim Rau
Division Manager
Nelson Homes
Nelson Lumber Company Ltd.
Box 620
Lloydminster, AB, S9V 0Y8
Fax: (780) 871-6399
e-mail:trau@nlc.ca

(Only successful applicants will be contacted.)