



INSIDE SALES REPRESENTATIVE

The Edmonton Division of Nelson Lumber has an opportunity for a person with an appropriate level of inside sales experience to join our fast paced order desk team. We would prefer if the successful candidate was able to start as soon as possible.

This position is located in Edmonton and reports directly to the Retail Operations Supervisor of Nelson Lumber. This includes but is not limited to the following specific responsibilities:

- Knowledge of building materials.
- Strong customer service skills, investigate and troubleshoot customer service issues.
- High aptitude in understanding measurements and calculations in order to provide proper material take offs.
- Blue print reading.
- Estimating/quoting building projects.
- Respond to telephone, e-mail and in-person inquiries from customers.
- Able to respect confidential information, work under pressure and meet deadlines.
- Provide support to contract sales team.
- Strong written communication skills.
- Self-motivated, with high energy and engaging level of enthusiasm.
- Acceptable combination of education and experience.
- Handle inbound, unsolicited prospect calls and convert them into sales
- Other duties as required.

Possession of the following skills and qualifications would be a definite asset:

- A working knowledge of the AIMS computer systems, particularly quoting and order entry
- Must take ownership of core responsibilities as assigned at Nelson Lumber and communicate effectively with all operations.
- The desire to complement Nelson Lumber's sales team, communicate well, maintain organization, be highly efficient and be accurate.
- Previous experience in estimating building materials required

Compensation will be reflective of the successful applicant's skills and abilities and will be negotiated once the individual is selected.

If you are interested in this opportunity please submit resume by **Tuesday, December 4, 2018** to:

Human Resources
Nelson Lumber Company Ltd.
12727 St. Albert Trail, Edmonton, AB T5L 4H5
Email: careers@nlc.ca