



A DIVISION OF NELSON LUMBER COMPANY

SALES COORDINATOR

Description:

Nelson Homes located in Lloydminster, Alberta has an immediate opening for a Sales Coordinator. This is a full time position with hours Monday – Friday 8:00 am – 5:00 pm and the occasional weekend during the home show seasons.

Duties and Responsibilities:

The key duties and responsibilities of this position are:

- Assist Sales and Dealer Network with home order paperwork and quoting
- Coordinate customer order information
- Pricing of home options
- Complete material take-offs for home construction
- Showing of houses.
- Travel to work out of town trade shows.

Skills & Qualifications:

The successful candidate must have the following skills and qualifications:

- Be very personable, outgoing, self-motivated, responsible, and hard working with a very high standard of customer service.
- Be extremely organized with the ability to multi-task.
- Must have a minimum of 2 years' experience in the customer service or sales industry.
- Have construction knowledge
- Knowledge and understanding of blueprints.
- Be fluent in Microsoft applications

Remuneration:

Will be based upon experience.

Contact:

If you 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, T9V 0Y8
e-mail: trau@nlc.ca
(Only successful applicants will be contacted.)