



A DIVISION OF NELSON LUMBER COMPANY

## **SALES COORDINATOR**

### **Description:**

Nelson Homes located just north of High River, Alberta has an immediate opening for a Sales Coordinator. This is a fulltime position with hours Monday to Friday 8 - 5, and the occasional full weekend for home shows.

### **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 for 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.
- Experience in customer service, sales and/or knowledge and understanding of blueprints & residential construction would be an asset
- Interior design training would be a definite asset
- Must be fluent in Microsoft applications

### **Compensation:**

Will be based upon experience.

### **Contact:**

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

Tyson Kirtzinger  
Regional Manager  
Nelson Homes  
E-mail: tkirtzinger@nlc.ca  
(Only successful applicants will be contacted.)