

We are Nu-West Construction Products, and we need a dynamic individual with a special set of skills to re-establish our position in the lower Mainland based out of Richmond location. We are a progressive distributor of quality specialty construction products across Western Canada. The successful person in this role will enjoy the challenge of learning and handling all aspects of a small but growing sales branch. The position offers the opportunity to connect with customers both inside and outside of the branch location in sales, order desk and warehouse operations. If you want to get in on the ground floor of an exceptional growth opportunity and are up for significant challenge, then this is the position for you.

Role

“The Do It All” Sales, Order Desk Sales Support & Warehouse Service.

Duties

- Responsible for unloading, unpacking and verifying incoming goods against invoices or other documents, recording shortages, and rejecting damaged goods.
- Working with freight and courier company personnel to schedule timely incoming and outgoing shipments
- Pull, assemble, package order and determine methods of shipping, prepare bills of lading, invoices and other shipping documents.
- Required to use proper procedures for storage and shipping of dangerous goods and for the safe storage of products.
- Maintain warehouse and outdoor storage areas for ease of access to products with the proper use of all handling equipment including forklift.
- Process quotes, orders and prepare documents to fulfill customer needs and ensure customer satisfaction
- Maintain superior customer relations and service
- Field customer concerns and recommend solutions for resolution and act as a resource and facilitator to resolve customer service issues as they arise.
- Review of customer issued purchase orders to ensure sales order accuracy
- Other duties as assigned

Experience

- Sales, Order Desk & Shipping/Receiving

- Blue print reading skills are a definite asset
- Computer competence in Microsoft Windows and Office

Salary

Based upon experience

General

Nu-West is a vibrant and growing organization with offices in Saskatoon, Regina, Edmonton, Calgary, Winnipeg and Vancouver. We pride ourselves in our sound advice, our superior service and our ability to combine our knowledge and relationships to develop unique and even exclusive solutions for our customers.

Our remuneration package consists of base salary, performance based incentives and a benefits package including health and dental insurance. The start date for this position is negotiable, but for the right individual it is available immediately.

If you are interested in being considered during our recruitment process, please send your resume to humanresources @ nu-west.ca or fax 888.853.5795

Join Nu-West and Experience the True Difference!