



## **Contractor Desk/Estimator**

**Soo Mill and Lumber Company Limited**

**Location: Sault Ste. Marie, Ontario**

Soo Mill is the leading building materials supplier in the Algoma District with stores in Sault Ste. Marie and Elliot Lake, and a Roof Truss Manufacturing plant also located in Sault Ste Marie.

Soo Mill & Lumber promises to Reliably Deliver Quality Products & Outstanding Customer Service through a Knowledgeable & Trusted Professional Team. We are truly dedicated to our Customers and the Communities that we reside in.

Our Sales Team is growing and we are now accepting applications for a Contractor Desk Sales/Estimating Assistant based in Sault Ste. Marie, Ontario. This position reports directly to the Manager of Sales and Contract Operations at our Sault Ste. Marie location. This frontline position within our Contract Sales Team is a key part of our overall store function and thus a close working relationship with our contractors is essential.

This is a salaried position. The selected candidate will be provided with an opportunity for individual growth as well as building their team effectiveness skills. Our employees are among the best compensated professionals in our industry, including a full benefits package.

### **Responsibilities and Duties**

- Offer Frontline Customer Service and Support
- Provide knowledgeable advice and service
- Ensure accurate sales recording and appropriate gross margin control
- Ensure special order products are ordered in a timely manner with correct ordering procedures
- Communicate with resources required to ensure an adequate supply of in stock product available
- Work collectively with the Contract & Install Sales teams
- Prepare estimates and proposals
- Effective "hand over" of projects to field operation team
- Maintain job files and correspondence on active and completed projects
- Other duties as required

### **Qualifications and Skills**

- Customer Service Oriented
- Excellent Communication Skills (Verbal and Written)
- Strong computer skills with ability to learn new programs
- Ability to work accurately under pressure
- Have an understanding of Blueprints
- Proficient in Microsoft Excel and Computer aided estimating (Seljax)
- Minimum 1 year as experience an estimator

We are looking for individuals who have great organizational & time management skills, who works well independently and in a team environment and who values professional customer service.

If you would like to build your career with our company, please forward your cover letter with the position for which you are applying identified in the subject line and resume in confidence by **February 12, 2018** to:

Lisa Culligan  
Human Resources Manager  
Soo Mill & Lumber Company Limited  
539 Great Northern Road  
Sault Ste. Marie, Ontario  
P6B 5A1

or by email: [careers@soomill.com](mailto:careers@soomill.com)

All applications are appreciated, but only those selected for an interview will be contacted. Employment is contingent upon a satisfactory response from a criminal record search.

Soo Mill can provide disability related accommodations during the recruitment process. Please advise if you require accommodations when contacted for interview.