



Sales Assistant

Pioneer Log Homes of British Columbia is hiring a Sales Assistant to lead a new division within our company. The ideal candidate should work well in a dynamic and entrepreneurial team environment, possess excellent communication skills, have a keen eye for detail, be a pro-active self-starter, able to work with little supervision, and have a high level of creativity.

Job Duties

- Promote and secure orders for custom log accessory pieces
- Establish, develop, and maintain business relationships with customers
- Develop clear and accurate quotes for customers
- Liaise with contractors
- Resolve customer complaints
- Product photography
- Plan, implement, and maintain marketing materials
- Organize and maintain digital graphic and photography files

Desired Skills and Experience

- Diploma or degree in Business Management, Marketing, or equivalent relevant work experience
- Proficiency in Word and Excel
- Knowledge of Adobe Photoshop
- Ideal candidate will be energetic, creative and a hardworking professional
- Excellent communication, organizational and writing skills
- Ability to work on multiple projects simultaneously and manage timelines
- Positive attitude and good work ethic
- Self-motivated and versatile enough to work in a team setting, or independently without constant supervision
- Welcomes being challenged and pushed professionally
- Applies initiative and creativity when approaching challenges
- Valid Driver's License

Wage commensurate with experience

CLOSING DATE: April 28, 2015

If you meet the above requirements and want to be part of a successful team offering a bright future then we want to hear from you! Please submit your portfolio, cover letter, and resumé, **showing how you meet the requirements** to sales@pioneerloghomesofbc.com.

Only those applicants selected for an interview will be contacted.

THIS JOB IS LOCATED IN WILLIAMS LAKE, BRITISH COLUMBIA