



## EMPLOYMENT OPPORTUNITY

<b>POSITION: Sales Support Coordinator (Full Time with Benefits)</b>		<b>POSTING NO: 2020.05.26</b>
<b>DEPARTMENT:</b>	Sales	
<b>REPORTS TO:</b>	Sales Manager	
<b>WORK LOCATION:</b>	Dick's Lumber - Burnaby	

The Pricing Coordinator will support the success of each sale by providing operational and administrative support to the sales function. This position provides all sales-related reporting, CRM data accuracy and reporting.

### Responsibilities:

- Provides full sales support to the sales teams by verifying and entering sales contracts and customer account data
- Works within pricing guidelines set out by Senior Management Team
- Prepares all daily, weekly, bi-weekly and monthly reporting of sales team activities
- Performs job tracking duties to:
  - Monitor the success rate of sales-closing
  - Monitor non-successful quotes and investigates accordingly
- Sets up and monitors the pricing program to ensure the following is maintained:
  - Ensure original quote is complete for all products
  - Ensure competitive pricing is applied
  - Establish a follow-up date
- Reviews all pricing previews to ensure they are in line with management directives
- Ensures all pricing is on the appropriate quote or pricing level
- Reviews special order (non-stock) sales to ensure appropriate pricing levels are applied
- Reviews all pricing overrides to ensure appropriate pricing levels are applied.
- Performs all month-end data entry
- Other duties as assigned

### Qualifications:

- 1 – 3 years previous related experience
- Intermediate skill level in Excel, Word, Cognos, Outlook
- Working knowledge of SX
- Strong data entry and organization skills
- Excellent written, verbal, and interpersonal communication skills
- Strong time management skills with ability to prioritize workload

<b>POSTED ON:</b>	<b>2020.05.26</b>
<b>APPLICATION DEADLINE:</b>	<b>Until Filled</b>



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If you are interested in the position, please submit a copy of your resume and cover letter via email to [jobs@dickslumber.com](mailto:jobs@dickslumber.com) quoting posting "2020.05.26" Sales Support Coordinator " in the subject line of the email.

**\*\*Internal Applicants: please advise your supervisor that you have applied for this posting. Posting closes on Monday, June 1, 2020\*\*.**