



# LUMBER PRODUCTS

## Career Opportunities

Updated October 25,2011

BRANCH	LOCATION	SHIFT	JOB TITLE	JOB DUTIES <i>(For a detailed job description please contact Human Resources)</i>
Spokane	Spokane, WA	Day	Door Shop	<p>Great opportunity for a Door Shop Laborer at our Spokane, WA location! We are looking for a candidate with proven door assembly experience; a minimum of 1 year in the building materials industry; forklift experience and the ability to lift up to 100 pounds. Responsibilities of this position, count and move material within or near the yard or work site, read work orders, door assembly (prehanging-wood and metal doors).</p> <p>The ideal candidate must have the ability to learn and operate door machining equipment, possesses and maintains a high degree of product knowledge and exercises great care in handling of all materials and equipment in a safe manner. Must have ability to read and perform simple math equations using a tape measure.</p>
Spokane	Spokane, WA	Day	Inside Sales	<p>The primary purpose of this position is to support the Company's goals for excellence in customer service by processing quotes and orders received by telephone, mail, facsimile, or in person and performing the duties outlined below.</p> <p>Essential Duties and responsibilities: The Inside Sales Representative respectfully communicates with vendors, customers and fellow team members; telemarkets to sell materials; enters quotes and orders into appropriate production software; assists other members of the branch team with periodic inventory; works overtime as required; attends sales meetings and seminars; maintains high degree of product knowledge; and performs other duties as assigned. Definitely should be a team player.</p> <p>Qualifications: The qualified employee will have recent, relevant experience in a similar position with a strong working knowledge of doors, millwork and building materials, along with good computer, communication and customer skills. A high school or general education diploma (GED) and/or twelve months related experience or training is preferred.</p> <p>The successful candidate must be able to read, analyze and interpret journals and periodicals related to the industry, write legibly, and calculate figures and amounts such a board footage, mark-up and margin. Additionally, applicants must be able to accurately transfer numbers and words from computer terminal to the written page and enter data on the computer.</p> <p>An employee performing this job is regularly required to sit, use hands to finger, handle or feel objects or controls; reach with hands and arms; talk or hear; frequently lift and/or move up to ten</p>
				*Driver/Outside Sales positions must meet Driver Safety Program requirements
				*Warehouse/Shop positions are required to lift at least 50lbs