

Sales and Inventory Coordinator Job Ad: CV Cedar Sales & Fencing Ltd. | Comox Valley, BC

ABOUT US

CV Cedar Sales & Fencing is a growing business specializing in cedar lumber, fencing, decking, pergola and hardware products. We also provide custom carpentry and installation services to residential and commercial customers throughout the Comox Valley, Campbell River, and beyond.

THE ROLE

We are seeking a highly organized and detail-oriented Sales and Inventory Coordinator to join our team in Black Creek, and to play a pivotal role in our company's continued growth. This full-time position requires someone with excellent multitasking abilities who can handle inventory management, sales, marketing, supervision and administrative tasks with equal proficiency. A good team player with excellent communication skills is essential.

RESPONSIBILITIES

Inventory Management

- Manage a comprehensive inventory of 700+SKUs
- Implement and refine inventory control procedures including regular counting schedules, tracking systems, and reorder processes
- Supervise optimal inventory placements and pricing in the Yard/Showroom
- Supervise Receiving of materials

Supplier Relations

- Create and oversee purchase orders for multiple suppliers, developing and maintaining good relationships. Find new suppliers, if necessary.
- Negotiate favorable terms and resolve discrepancies
- Coordinate shipping and receiving of product deliveries with suppliers and trucking companies, researching the best shipping options
- Coordinate Accounts Payables with bookkeeper

Marketing & Sales Support

- Create and implement marketing budget with initiatives, targets, and projected results
- Design and print collateral such as product flyers, brochures, posters, product signage, and price labels to support sales efforts
- Develop digital marketing content for Yellow Pages, Google My Business, Facebook Marketplace, and Mailchimp campaigns
- Provide sales support during high-volume periods
- Supervise Accounts Receivables

Administration

- Implement filing systems, documentation procedures, and conduct regular company digital records back-ups to ensure operational continuity
- Create and update Standard Operating Procedures for various positions
- Organize and maintain office supplies inventory, ensuring cost-effective procurement

QUALIFICATIONS

- 3+ years of Sales and Inventory Coordinator experience, preferably in retail, construction, or the lumber industry
- Experience with inventory management
- Excellent organizational skills with ability to manage multiple priorities
- Detail-oriented with a problem-solving mindset
- Ability to work in a fast-paced environment with frequent interruptions
- Strong written and verbal communication skills
- Strong computer skills including proficiency with QuickBooks Online, Microsoft Office Suite (Outlook, Word, Excel)

- Experience with marketing tools like Canva, Mailchimp, and digital platforms like Facebook and websites

WAGE RANGE

\$26 - 36 per hour, dependent on experience and qualifications

HOW TO APPLY Please send your resume and cover letter to office@cvcedar.com with the subject line " Sales and Inventory Coordinator Position"