



**HANEY** Builders Supplies  
22740 Dewdney Trunk Road, Maple Ridge, BC V2X 3K2  
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[www.haneybuilders.com](http://www.haneybuilders.com)

## **SERVICE COUNTER ASSOCIATE**

Haney Builders Supplies seeks a qualified full-time Service Counter Associate. The candidate will help with service counter sales, which includes in-person, phone, and email sales communication. The candidate will help sell and take orders for products used for plumbing, electrical, paint, tools/hardware, building materials, landscaping materials, lumber etc. The candidate will represent the company professionally and will treat customers respectfully and with a positive attitude. The candidate will be able to follow manager's directions and complete tasks as requested. The candidate will be customer service oriented, highly motivated, and well organized.

### **RESPONSIBILITIES:**

- Provide outstanding customer service
- Process customer orders, special orders, and delivery orders and collect payment
- Advise customers on our products and provide quotes for projects
- Assist team in maintaining a clean, organized, properly stocked store
- Assist in or complete end of day paperwork (i.e., invoices, charge tickets, pick-tickets, etc.)
- Perform related duties as assigned
- Always represents Haney Builders Supplies with a professional appearance
- Miscellaneous duties as assigned

### **KNOWLEDGE AND EXPERIENCE REQUIRED:**

- Basic sales skills
- Basic math skills
- Comfortable with computers
- Lumber, hardware sales and/or building experience is an asset

### **BENEFITS:**

- Competitive wages
- Health and Dental (once 3 month probation has been completed)

\*To apply, please email your cover letter and resume to: [hr@haneybuilders.com](mailto:hr@haneybuilders.com)

\*Please include "Service Counter Associate" in the subject line of your email.