

Job Title: Lumber and Building Materials Manager

Location: Revelstoke, BC

Home Hardware has been making its mark on the home improvement landscape through innovation for almost sixty years. We are proudly Canadian, with our stores across the country independently owned and operated.

At Home, you can grow personally and professionally in an award-winning culture that offers opportunity, purpose, and inclusion. We are committed to providing meaningful work, dedicated career support, and a caring, connected team.

Primary Function/Objective

The Lumber Yard Manager is responsible for overseeing yard personnel, drivers, and operations to ensure smooth day-to-day activities, including customer service, inventory management, and compliance with safety regulations. The role involves managing schedules, maintaining operational efficiency, and ensuring that all materials, equipment, and processes meet company standards.

Key Responsibilities

1. Operations Management:

- Oversee all yard activities, including receiving, unloading, stocking, and delivery processes.
- Develop and maintain schedules for receiving, unloading, and deliveries to optimize workflow.
- Monitor inventory levels, report stock variances, and maintain accurate records.
- Ensure pricing on commodities are up to date and current.
- Keeping up to date on practical knowledge of building materials and lumber products, including their uses, advantages and disadvantages.
- Being current with local building codes and types of building permits issued.
- Monitoring slow moving stock and developing a strategic plan to move it
- Conduct cycle counts on material prior to placing an order utilizing the appropriate resources.
- Conducting BBP's on various Vendors while managing the p's & q's on product to ensure optimal turns.
- Provide expert advice on lumber products and their applications.
- Identify and pursue new sales opportunities through networking and relationship building.
- Manage customer accounts and ensure satisfaction with product quality and service.

2. Team Leadership:

- Build and maintain strong relationships with contractors and industry professionals.
- Supervise, train, and support yard personnel to maximize productivity and ensure a positive work environment.
- Plan and coordinate work schedules for full-time and part-time employees.
- Lead by example, adhering to company policies and demonstrating best practices.
- Maintain open communication with the Outside sales manager to ensure our contractors are taken care of.

- Additional duties and assignments may and will be assigned by store management and these will be completed in a timely manner
- 3. Customer Service:**
- Ensure customers are greeted promptly and provided with assistance in the yard.
 - Understanding the need of our customers and ensuring we have what they need in terms of selection (new product) and quantities.
 - Encourage and coach staff to promote add-on sales during order fulfillment.
 - Address and resolve customer inquiries or complaints in a professional manner.
 - Build and maintain relationships based on trust with our contractors and customers alike.
 - Build and maintain excellent relationships with vendors and suppliers Vendor management
- 4. Safety and Compliance:**
- Enforce compliance with provincial and federal safety legislation, fire regulations, and company policies.
 - Conduct regular safety inspections and address potential hazards promptly.
 - Ensure proper operation and maintenance of all yard equipment, such as forklifts, pallet jacks, and saws.
 - Maintains a safe and secure work environment by conducting daily safety reviews, noting hazards, keeping store areas clean and organized, securing doors and gates, and monitoring for potential theft or security risks.
- 5. Cost Control and Reporting:**
- Manage costs to align with budgetary expectations.
 - Suggest operational improvements to increase efficiency and reduce waste.
 - Provide management with reports on inventory, employee performance, and operational challenges.
 - Keeping up with current pricing on Lumber and Building Materials ensuring margin consistency i.e. Lumber @ 23.5, Insulation @ 28 bearing size equality. This includes understanding optimal buying periods for commodity buying.
 - Maintaining stock at an optimal level for sales and turnover
 - Ensure Special orders are consistently managed to ensure optimal return on investment.
 - Conducts activities appropriate for specific department including, but not limited to, ensuring merchandise is stocked, tracking and reporting relevant metrics, and monitoring project activity.
- 6. Continuous Improvement:**
- Recommend policy or procedure changes to improve efficiency, morale, or customer service.
 - Identify and implement strategies to enhance safety, productivity, and customer satisfaction.

Qualifications and Skills

- High school diploma or equivalent; post-secondary education in a related field is an asset.
- 1–2 years of experience in a supervisory role, preferably in a lumber yard, construction, or retail setting.

- Experience in lumber sales specifically with contractors in an asset.
- Ability to work independently and within a team.
- Strong leadership and team-building skills.
- Excellent communication and interpersonal skills.
- Proficiency in basic math and inventory management.
- Familiarity with operating yard equipment (e.g., forklifts, radial arm saws) is an asset.
- Must be eligible to work in Canada.

Working Conditions

- Physical activity, including standing, walking, lifting, and moving heavy materials.
- Outdoor and warehouse environments with exposure to varying weather conditions.
- Occasional overtime may be required during peak seasons or to meet deadlines.

Why Join Us?

- Competitive compensation and benefits package.
- Opportunities for professional growth and development.
- A supportive and safety-conscious work environment.

Application Process:

To apply, please submit your resume and a cover letter to postings@homhbc.ca. Only candidates selected for an interview will be contacted.