

JOB DESCRIPTION

PROGRAM COORDINATOR

Position Summary

All members of the Sexton Group team will demonstrate respect and ethical conduct, will work safely, provide excellent customer service and will work with the team to support superior performance in the achievement of both individual and company goals.

The Program Coordinator will work closely with both internal and external resources to ensure vendor programs are concisely maintained and reported.

Key Responsibilities

- Prepare market and purchase volume reports for negotiations and vendor meetings.
- Participate in negotiations and vendor meetings.
- Prepare net pricing comparisons on high volume categories.
- Administer Vendor Programs through current IT system.
- Enter, reconcile, and ensure accuracy and timing of rebate payments.
- Contribute as a member of the Sexton Development Team (IT System enhancements).
- Answer questions or address concerns from Members pertaining to Rebate Programs or categories.
- Create marketing updates for any program changes or promotions.
- Request and follow-up on Vendor price lists.

As a member of the Sexton Group team, employees may be requested to contribute to duties outside of the role's main scope of responsibilities as per required qualifications, licensing, and safety certifications.

Skills & Qualifications

- Post-Secondary Education, or equivalent work experience (minimum 5 years)
- 3-5 years related experience, preferably in the building materials industry
- Bilingual in English and French considered an asset.

Competencies

- Highly motivated in a fast-paced environment
- Provides excellent customer service to its customers
- Demonstrated attention to detail by providing accurate and timely information
- Possesses strong verbal and written communication skills to persuade others
- Proficient in project and data management
- Ability to work collaboratively with a team but also work alone unsupervised

Pre-employment Conditions

- Consent to and pass a pre-employment drug test (Policy C-14 Substance and Alcohol Abuse Prevention).
- Consent to and pass a satisfactory (soft) Credit Record Check.
- Execution of a Non-Disclosure, Non-Use, and Non-Solicit Agreement.