



**Title:** Sales Administrator

**Location:** 3735-8th Street Nisku, AB

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Estimating Manager, as the **Sales Administrator** you will support the sales of trusses and engineered wood products. You also provide administrative support to the Sales department and ensure efficient flow of sales documentation and information.

Your day-to-day responsibilities will include:

- Providing administrative support to Sales & Estimating team, including generating reports, monitoring key sales metrics and coordinating appointments.
- Assisting in identifying and implementing sales process improvements to enhance productivity.
- Maintaining an updated database for sales records and documentation.
- Liaising with clients and ensure they receive excellent customer service. Preparing correspondence and possession letters, ensuring receipt of signed documents.
- Acting as a conduit between Sales and Production teams to facilitate efficient flow of information and project files.
- Providing other administrative support as required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 3 years of administrative assistant or sales administration experience.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), CRM and sales software (NewStar, LotWorks, or similar).

### **Preferred Qualifications**

- A Diploma or Degree in Construction Administration, or equivalent is preferred.
- Previous experience working in the lumber/manufacturing industry is an asset.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.

- Taking responsibility for the outcomes of decisions and actions.

**Work Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

**About Us**

For more than four decades, Star Building Materials has dedicated itself to excellence and innovation in the construction industry. We explore new processes and methods to help you improve efficiency, manage project costs, and reduce waste, while developing new manufacturing methods to continually improve the quality of our products.

Formerly known as Leduc Truss, we proudly joined the Qualico Group in 2006. As one of Western Canada's largest real estate development companies, Qualico represents the longevity and commitment to service we value, allowing us to remain a trusted supplier of building components with the strength of Qualico behind us.

Our new 35,000 square foot production facility is equipped to design and manufacture quality roof trusses and engineered wood products for your residential, commercial, or agricultural projects. We employ forward-thinking staff with the expertise to maximize your profits and enhance the quality of your buildings.

Proudly serving the Greater Edmonton Area, Central, and Northern Alberta regions. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing Date:** August 11, 2025

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