



Title: Sales Coordinator

Location: 292109 Prime Close, Rocky View County, AB. NOT on a bus route.

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 Manager, Customer Service, as the **Sales Coordinator** you will provide support to the Sales department and facilitate the sales process. You also handle administration, data management and reporting associated with projects, to ensure the efficient flow of sales documentation and information.

Your day-to-day responsibilities will include:

- Supporting, scheduling, documenting, processing and ensuring estimates, orders, contract quotes, order changes, delivery dates and delays are coordinated with customers and Sales Representative/Account Manager.
- Assisting Accounting and Credit departments to resolve billing, invoicing and collection issues.
- Performing task management, documentation flow, deck/fence take-offs, and interdepartmental communication.
- Researching, staying current and providing the best products for order from vendors and process improvements

As our ideal candidate, you are...

- 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.
- Mindful; you respect diversity and deal with sensitive situations in high standards of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High school diploma, or equivalent.
- Minimum 3 years of customer service experience.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint)
- Satisfactory verification of criminal record check.

Preferred Qualifications

- Previous experience in the building materials or manufacturing industry is an asset.
- Experience in ERP software and CRM systems is an asset as well.

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.
- Taking responsibility for the outcomes of decisions and actions.

- Consistently meeting customer expectations.
- Staying current on technical job skills.

Work Conditions

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

About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. 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: October 23, 2025

[Apply here](#)