



Job Title: Contractor Sales Associate

Department: Contractor Sales

Location: Home Hardware Building Centre

Employment Type: Full-Time

Position Summary

The Contractor Sales associate is responsible for providing professional sales support and accurate material estimates to contractors, builders, and renovation professionals. This role requires strong product knowledge of building materials, excellent communication skills, and the ability to manage multiple projects from quotation through delivery. The Contractor Sales Associate serves as the key link between contractors and the store, ensuring timely, accurate, and customer-focused service.

Key Responsibilities

Contractor Sales

- Build and maintain strong relationships with contractors, builders, and trade professionals.
- Provide knowledgeable advice on lumber, building materials, hardware, and Home Hardware product lines.
- Process contractor orders efficiently by phone, email, or at the contractor desk.
- Prepare and follow up on quotes, ensuring competitive pricing and accuracy.
- Coordinate special orders, deliveries, and pickups, ensuring timelines and customer expectations are met.
- Promote Home Hardware programs, services, and contractor incentives.

Estimating & Project Support

- Read and interpret blueprints, construction drawings, and project specifications.
- Complete material take-offs for residential and light commercial projects.
- Prepare detailed and accurate estimates for lumber, building materials, hardware, and related supplies.
- Work closely with contractors to clarify project details, material requirements, and cost options.



- Provide alternative product recommendations and value-engineering solutions when appropriate.

Customer Service & Communication

- Deliver exceptional customer service in a professional and friendly manner.
- Communicate effectively with purchasing, yard staff, and delivery teams to ensure order accuracy.
- Resolve contractor issues and discrepancies quickly and effectively.
- Maintain organized project files, quotes, pricing updates, and correspondence

Operational Duties

- Stay current on building codes, product knowledge, and construction practices.
- Maintain a clean and organized contractor sales area.
- Assist in inventory checks, product sourcing, and pricing as required.
- Follow all Health & Safety policies and Home Hardware procedures.

Qualifications & Skills

- Experience in contractor sales, estimating, or the building materials industry (preferred).
- Strong knowledge of lumber, building materials, and construction practices.
- Ability to read and interpret blueprints and technical drawings.
- Excellent communication, negotiation, and customer service skills.
- Strong math, measurement, and problem-solving abilities.
- Proficiency with estimating software, POS systems, and Microsoft Office (Excel, Outlook).
- Ability to work in a fast-paced environment with strong attention to detail.
- Valid driver's license (asset).

Working Conditions

- Primarily an indoor office/contractor desk environment.



- Some time may be spent in the yard or warehouse reviewing materials.
- Regular interaction with contractors, builders, and in-store staff.
- May require occasional lifting of products or materials (up to 50 lbs).

Why Join Our Team?

- Competitive wages and performance incentives.
- Opportunities for training and advancement within the Home Hardware network.
- Supportive and team-oriented work environment.
- Employee discount and benefits package (if applicable).

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

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Fernie Home Hardware Building Centre

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