



CANADIANS CALL US
HOME HARDWARE.
WE CALL IT HOME.



Lumber Building Materials Manager

Who We Are

Okotoks Home Hardware Building Centre has been serving the Okotoks, Calgary and Foothills region for over 38 years. We are a locally owned and operated business that is progressively growing with the changing Alberta housing market. Our staff consists of dedicated long-term employees that have been providing excellence in customer service for homeowners to the large home and multifamily builders for many years.

About The Role

We're looking for an experienced **Building Supplies Manager** to lead our operations and ensure the smooth running of our building materials division. This is a hands-on leadership role suited for someone who knows the construction supply industry inside and out, can manage inventory efficiently, and enjoys building strong relationships with customers, suppliers, and the team.

Key Responsibilities

- Oversee day-to-day operations of the building supplies sales, yard and warehouses
- Manage stock levels, ordering, and supplier relationships to maintain optimal inventory
- Lead, train, and support a team of sales and lumber yard staff & supervisors
- Ensure compliance with health and safety standards
- Provide excellent customer service to trade and retail clients
- Track sales performance, margins, and operational costs
- Establish and maintain best practices for sales, inventory management and customer relations

About You

- 5+ years of proven experience in building supplies, construction materials, or trade sales
- 3+ years in a leadership role with strong communication skills
- Excellent organization, time management and customer service abilities
- Hands on knowledge of construction products, materials, and industry trends
- Comfortable using inventory management and point-of-sale systems
- A proactive problem-solver who thrives in a busy, team-focused environment
- Willingness to learn about new products, codes and practices to advice customers

What We Offer

- Competitive salary with health benefits
- Career development and training opportunities
- Staff discounts on a wide range of products

How to Apply

If you're ready to take the next step in your career in a fast-paced and growing industry, we'd love to hear from you! Please submit resume and cover letter to us at hhbc@okotokshomehardware.ca



Okotoks Home Hardware Building Centre

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