



Pembina Co-op is hiring for an exciting opportunity:

Building Materials Associate

LOCATION: Oakbank, Manitoba

TERM: PERMANENT – to be negotiated

Who we are:

At Pembina Co-op, we do business differently. As a co-operative, we're proud to serve Western Canadians by building strong communities, returning profits locally, and investing in a sustainable future. If you're passionate about making a real impact and bringing great customer experiences to life, we'd love to hear from you.

What you'll do:

Reporting to the Building Materials Manager, you'll play a key role in driving sales and helping customers bring their building projects to life. You'll provide estimates, expert advice, and project consultation by interpreting customer needs, specifications, and design drawings to determine accurate costing and pricing for building materials and manufactured components. In this role, you'll combine technical knowledge, customer service, and relationship-building to create outstanding project experiences.

- Deliver exceptional customer service that creates a welcoming, solution-focused experience while contributing to a positive and collaborative team environment.
- Lead in-house project planning and development by helping define scope, reviewing plans, identifying material and component needs, and preparing accurate, competitive estimates.
- Build strong relationships, generate new business opportunities, and act as a trusted advisor for customers planning projects of all sizes.

Why it matters:

The work you do here makes a visible difference. Every project you support helps our member-owners build homes, businesses, and communities across Western Canada. When you join our team, you become part of something bigger—helping people build, fuel, feed, and grow their communities together.

Pembina Consumers Co-op (2000) Ltd – Box 5007 – St. Leon. MB – R0G 2E0

WE THANK ALL CANDIDATES FOR THEIR INTEREST, HOWEVER,
ONLY THOSE SELECTED TO CONTINUE IN THE SELECTION PROCESS WILL BE CONTACTED.

=====**Join our Team!**=====

Career Opportunity



Who you are:

You're a motivated, customer-focused professional who brings credibility, energy, and expertise to every interaction. You're excited by the opportunity to grow your career with Co-op, and you also bring:

- Hands-on experience in construction, building materials, project coordination, or related field.
- Strong communication, organization, time management, and sales skills, with the ability to guide customers confidently through complex projects.
- A results-driven mindset, a high level of integrity, and a commitment to delivering your best work every day.
- A collaborative approach and a genuine belief in building relationships, finding solutions, and creating success together.

Pembina Co-op offers a competitive salary and benefits package, including a matched pension plan and opportunities for ongoing career growth and development. If you're ready to bring your experience, energy, and passion for customer service to a team that values collaboration and innovation, **please apply by submitting your resume and cover letter in confidence to Becky Switzer, VP – People & Culture.**

At Pembina Co-op, we embrace diversity and inclusion, and we are working to create a workplace that is as diverse as the communities that we serve. We support and provide an environment that allows all to bring their whole selves to work.

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Email: becky.switzer@pembinacoop.ca

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