



Title: Sales Coordinator

Location: 1700 Molson St, Winnipeg, (this is not on a frequent bus route)

At Star Truss, 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, Business Development, as the **Sales Coordinator** you are responsible to provide support to the Truss Sales department to facilitate the sales process. You look after administration, data management, and reporting associated with projects, and ensure the efficient flow of sales documentation and information.

Your day-to-day responsibilities will include:

- Supporting the scheduling and design departments to ensure all information is up to date for production.
- Contacting customers and Sales Representatives to discuss changes to projects and/or timelines.
- Support in documentation including estimates, contract quotes and any order changes for Sales Representative/Account Manager.
- Assisting accounting and credit departments to resolve billing, invoicing and collection issues.
- Performing task management related to project execution including documentation flow, roof truss & engineered floor take-offs, and interdepartmental communication.
- Processing orders and follow up with any incomplete transactions to support sales.
- Following up with Sales Representatives and customers to get feedback on estimates, quotes, pricing and designs to improve capture rates.
- Staying current on Mitek Suite programs and process improvements related to sales and customer service.

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 customer service experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Knowledge of Mitek Software Suite Considered a strong asset.
- Training in Construction Management, Architectural Drafting, or Structural Engineering is considered 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

Star Truss, a division of Star Building Materials, is one of Manitoba's largest prefab truss plants. With an extremely experienced design staff, state-of-the-art design software and the latest in manufacturing equipment, we can successfully complete the most difficult projects.

Star Truss manufactures and supplies prefab floor and roof trusses to builders throughout Manitoba and Northwestern Ontario. We also supply a full range of engineered wood products such as wood I-joists, LVL beams and LVL wall framing. Every product we supply is designed to meet or exceed code standards and our quality control program ensures the final product does as well. 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 reasons to come to work every day.

Closing Date: July 15, 2026

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