



JOB POSTING

POSITION: Samples Team Member

LOCATION: Pacific Stone Tile

ROLE TYPE: Temporary 6 month contract, full time

COMPENSATION: Hourly rate TBD

OTHER BENEFITS: Housing allowance; travel assistance

Department Overview:

The Sample Department is responsible to plan and prepare all sampling program for new lines, to ensure all reps have the necessary tools to sell Stone Tile products to the A&D and Contractors industries. It is a vital part of the Sales process and to Stone Tile success. Pacific Stone Tile requires a temporary transfer of a knowledgeable Stone Tile employee to assist in the organization and management of their Samples Department.

Primary Responsibilities and Duties:

The Sample Team Member will perform a wide range of duties assigned by the general manager, including but not limited to the following:

- Maintaining marketing material stock, including but not limited to brochures, architectural binders, sample boards, sample cards, small samples, full size samples, and various mosaics.
- Replenishing marketing material and small samples for sales team in Vancouver (stock in the "front of the house").
- Ensuring all small samples, sample boards and sample cards are correctly labeled prior releasing material to be used.
- Preparing & assembling ad hoc sample boards for sales reps (for sales centers, special projects, etc.).
- Maintaining inventory and organization; advising when stock runs low.
- Processing return of samples, and discarding of discontinued material as required.
- Submit sales orders to Toronto headquarters to order and replenish samples required in Vancouver, whenever required
- Maintain "sample overstock warehouse" (at St. George St), by listing all items available at that location and controlling stock levels.
- Re-shelf returned material to stock on a timely manner, keeping warehouse clean and organized at all times.
- Find space for all new materials (new collections) received from Toronto headquarters, and ensure all sales staff is aware that material has arrived
- Maintaining a clean and organized work area at all times.
- Other duties as assigned.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted.