



**INSIDE SALES DESK - FULL TIME PERMANENT  
OPENING IN KITCHENER**

Are you looking for a fast paced and interesting job experience with a stable and industry leading company? If so, read on.

**Form and Build Supply Inc.** is the leading distributor in the Ontario construction industry for Concrete related and Masonry Specialty products.

**Position:**

Working on the sales order desk, you are responsible for providing A1 customer service to our various customers in support of our overall sales objectives. You play a key role in processing product orders and inquiries. Your professional manner in dealing with customers either over the phone or in person, consistently results in above average customer service and satisfaction. In addition you are responsible for completing paperwork requirements at the Branch including receiving of inventory on the computer and processing purchase orders, ensuring product is available to support sales.

**Qualifications:**

- Concrete and masonry industry knowledge or experience is preferred
- Strong communication and excellent customer service skills
- Computer and point of sale experience
- Inventory control and logistics experience would be helpful
- Above average organization skills and the ability to multi task
- Possess a great work attitude and enjoy working in a team environment
- Sales experience would be an asset

**Form and Build Supply** offers competitive salary/benefits. (Overtime is required during peak season).

If you possess the above qualifications, we would like to hear from you. Please forward your resume by July 4, 2008 to:

[hr@formandbuild.com](mailto:hr@formandbuild.com) or FAX: 519 453 9905

We wish to thank all candidates for their interest however only those selected for an interview will be contacted.

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