



Sustainable Northwest Wood  
2701 SE 14<sup>th</sup> Ave  
Portland Oregon 97202  
[www.snwwood.com](http://www.snwwood.com)

## **Sales Coordinator– Full-time Permanent**

Sustainable Northwest Wood, Portland Oregon is seeking a customer focused, highly motivated person with excellent communications skills and a passion for sustainability. Sustainable Northwest Wood launched in 2008, and is an industry leader in the field of sustainable wood products. The focus of our business is to act as a bridge between the built and natural environments by distributing local wood & wood products from responsible sourcing. We work with a qualified network of regional mills & fabrication shops that are aligned with our mission. Our showroom, wood warehouse and lumberyard are open to the public and cater to retail, contractors and wholesale customers. We are a certified B Corporation, committed to our employees, our suppliers, and our community and are using our business as a force for good.

We welcome your application to join our team of local wood enthusiasts!

The *Sales Coordinator* will provide excellent customer service, develop a broad knowledge of local wood species and products, and be able to work creatively with a range of customer types to help supply the best wood products for their project needs. This position will be the first point of interaction for many of our customers, providing in-store customer service to walk in clientele, responding to customer inquiries by phone and email, helping with warehouse operations, including pulling lumber for orders and re-filling lumber bays. The Sales Coordinator will be expected to find creative solutions, develop new product opportunities and cultivate relationships with professional customers leading to repeat business. This position is an excellent opportunity for an individual with an interest in working for a small company, with a tight-knit team, making a big difference in our local communities.

### **Summary of Responsibilities**

- Stationed in the front sales office and in the warehouse, this person will be a primary point-of-contact for walk-in customers.
- Developing relationships with the local contractor community for the purpose of introducing our business, products and services.
- Providing exemplary customer service to all customers by providing them with information about our products, processing orders and point of sale transactions, and being a helpful, friendly human
- Working with the Warehouse Manager and Sales Team to pull orders for customers, provide samples, and place orders with vendors

- Occasionally representing Sustainable Northwest Wood at events outside the office and after hours
- Analyze sales trends and patterns among product types and customer groups to inform long term marketing strategy
- Sharing the work of Sustainable Northwest Wood through social media channels
- Maintaining stock and accessibility of inventory
- Contributing to a professional retail environment and positive customer experience
- Other duties as assigned

### **Job Requirements**

- Outstanding customer service and sales skills
- Commitment to sustainability
- Ability to handle multiple responsibilities and adapt to changing priorities in a fast-paced work environment
- Basic knowledge of lumber and wood products is preferred but not required
- Knowledge of Microsoft Office and QuickBooks is preferred. Training will be provided as needed
- Eagerness to acquire new knowledge and develop new skills
- Strong communication skills
- Physical requirements: ability to bend, stand, and lift-up to 50 pounds
- Forklift operating skills and knowledge of power tools are a plus. Training will be provided as needed

### **Benefits and compensation:**

- Fully paid health care coverage is provided
- Generous paid time off
- Profit Share
- Paid time for volunteering in the community
- Professional development
- \$23-\$25/hour based on experience
- Start date: as soon as filled

Anticipated schedule is Monday – Friday 8:30am to 5:00pm (40 per week)

### **How to Apply**

If you meet the above criteria and are excited about what we do, we want to hear from you! You must submit your **resume and cover letter** detailing your interest and qualifications to [info@snwwood.com](mailto:info@snwwood.com). **Please No Calls.**

Sustainable Northwest Wood is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, or any other protected characteristic as outlined by federal, state and local laws.