

**JOB TITLE:** Stone Specialist / Customer Service – Landscape Supply Team

**LOCATION:** 1718 Morrison Road, Cambridge Ontario

**EMPLOYMENT TYPE:** Full-Time Seasonal

**General Summary:** We are looking for an outgoing, professional, detail-orientated stone sales associate with a positive attitude and exceptional customer service skills. This person is an essential member of our landscape supply team at Cambridge Garden Centre. When our sales associate is not servicing a customer in the yard, he or she may be answering customer inquiries, calculate measurements for customers, provide accurate product quotes in an efficient manner, and take delivery orders. This person exhibits a “no problem” attitude when assisting customers and does everything possible to ensure that our customers have a positive shopping experience.

**Core Functions:**

- Assist customers with natural stone, pre-cast concrete products, bulk materials, etc.
- Take material orders, track the status, and prepare for on-time deliveries
- Process quotes, packing slips, account slips, and invoices into computer software
- Coordinate with yard for deliveries and pick up orders
- Answer telephone calls and emails
- Multi task between retail and contractor clients
- Maintain a clean and organized workspace
- Ability to work in a fast paced environment

**Necessary Qualifications/Job Requirements:**

- High School Diploma or greater
- Flexible work hours, including evenings and weekends
- Work accurately and effectively under pressure
- Good listening and communication skills
- Multi-tasking
- Organization
- Basic computer skills is required (Excel, Word, Google Maps)
- Basic Math Skills (Area, Perimeter, Square Footage, etc.)
- Able to lift 40 pounds at any point during the work shift

**Experience:**

- Minimum 2 years of experience working in the customer service industry
- Proficient in basic computer skills
- Knowledge of landscape supplies and industry (Asset)
- Knowledge in delivery organization/planning (Asset)