

Administrative Sales Assistant Hourigan's Flooring Victoria, BC

Are you a savvy administrative professional with an interest in account management and sales? Consider joining the expanding Hourigan's Flooring team! This full time, permanent opportunity would complement the experience of a candidate who has worked as an assistant to a project manager/project management division.

Chemistry Consulting has been retained by Hourigan's Flooring to search for a dependable and driven Administrative Sales Assistant. This position has been added to compliment and support the sales representatives in their Contract Division by ordering samples, tracking orders, scheduling deliveries, and so much more. For the right candidate the role may include some sales-related functions, such as assisting customers with product selection and other store-based sales activities.

Hourigan's Flooring is an established Victoria company who has been providing flooring and tile solutions in the Greater Victoria area for over 70 years. With a wide selection of carpet, hardwood, laminate, linoleum, vinyl and ceramic tile from all major manufacturers and many specialty suppliers, Hourigan's has an established and diverse clientele. The Contract Division is responsible for performing work for contractors, large commercial customers, multi-family projects, property management companies, and more.

Job Responsibilities

Sales Administration

- Assisting contract sales representatives with phone calls, emails, calendars and scheduling.
- Ordering samples, tracking returns, scheduling deliveries and coordinating other activities.
- Tracking orders and keeping sales representatives informed of any changes.
- Obtaining pricing and technical information from suppliers.

Work Order Administration

- Submitting purchase orders and coordinating shipping dates.
- Creating work orders in system and entering materials and labour according to quote; adding freight and overhead charges.
- Reviewing invoices from installers; confirming that charges match work order.
- Tracking open work orders. Invoicing and submitting work orders to accounting promptly when work is completed.

- Preparing progress billings on large jobs to ensure prompt payment. Preparing Statutory Declarations as required.

Consideration will be given to candidates with:

- Strong MS Office Suite skills, specifically Excel
- Excellent written and verbal communication skills
- Strong account management and customer service skills
- Ability and commitment to learn industry software
- **Prior experience in flooring or home improvement goods and services would be considered an asset.**

Visit <https://chemistryconsulting.ca/current-opportunities> and follow the prompts to submit a resume and cover letter which clearly outlines your relevant experience by the closing date - **noon on Wednesday, September 30, 2020.**

We thank all who apply but only those considered to be suitably qualified will be contacted for further consideration.