

MANITOU FOREST PRODUCTS
SALES DIRECTOR



Employment Opportunity

Manitou Forest Products (MFP) is seeking a Sales Director for its Rainy River First Nations sawmill operation. The Sales Director will report to the General Manager.

Specific duties will include:

- Responsible for entering quotations and orders into POS with accuracy, ensuring proper delivery, payment terms, and all other information, perform follow up and order clean up if necessary
- Track mill production and managing the inventory of all wood products
- Responsible for the inventory system that links to sales and forecasting
- Manage inventory including the processing of payments, making inventory adjustments, shipping, receiving, and maintaining inventory controls
- Responsible for all customs documentation necessary for processing goods to and from the USA
- Responsible for handling urgent calls, emails, messages; answering customer queries, arranging deliveries, and supporting marketing and promotion
- Identify and expand distribution into new and existing markets
- Contribute to regular forecasting, budgeting and business planning processes

The ideal candidate will have the following training, experience, and abilities:

- Strong interpersonal skills with a customer service focus
- Excellent organizational, analytical, interpersonal and time management skills are essential
- Ability to operate in a fast-paced environment while providing superior service to Internal and external customers is essential
- A good understanding of general accounting principles is considered an asset
- Strong computer skills and proficiency in Excel is required
- Detail oriented team player
- Incumbent must possess a high degree of honesty and integrity

Preference will be given to current MFP employees and RRFN membership. The successful applicant will be subject to all RRFN hiring and employment policies, including drug screening.

All interested members are encouraged to submit their resume and a cover letter by

September 23rd, 2022 to info@manitouforest.com

Subject Line: Manitou Forest Products Sales Director Opportunity