



JOB DESCRIPTION

Department Overview:

The Sample Department is also responsible to plan and prepare all sampling program for new lines, to ensure all reps have the necessary tools to sell Stone Tile products to the A&D and Contractors industries. It is a vital part of the Sales process and to Stone Tile success.

Primary Responsibilities and Duties:

The Sample Manufacturing Team Member will perform a wide range of duties assigned by the department manager, including but not limited to the following:

- Maintaining marketing material stock, including but not limited to brochures, architectural binders, sample boards, sample cards, small samples, and various mosaics.
- Preparing orders for sales staff with marketing material replenishments.
- Assembling/Manufacturing large architectural sample boards and small mosaic and stone sample cards, according to Stone Tile standards.
- Replenishing marketing material and small samples for sales team in Vancouver (stock in the "front of the house").
- Ensuring all small samples, sample boards and sample cards are correctly labeled prior releasing material to be used.
- Preparing & assembling ad hoc sample boards for sales reps (for sales centers, special projects, etc.).
- Maintaining inventory and organization; advising when stock runs low.
- Preparing a list with all sample cards assembled, so the final product can be received into stock.
- Recording and reporting breakage for stock/inventory adjustments.
- Processing return of samples, and discarding of discontinued material as required.
- Record productivity, by completing a KPI sheet noting the number of sample boards and sample cards produced daily.
- Maintaining a clean and organized work area at all times.
- Other duties as assigned.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.