

Junior Sales and Logistics Coordinator



At PowerWood, we craft high-quality, value-added wood products from B.C.'s coastal and interior forests—including Western Red Cedar, Alaskan Yellow Cedar, Douglas Fir, and thermally modified Hemlock and Ash. As a leader in specialty finishes, we value craftsmanship, community, and sustainability.

Our sales and logistics team connects these premium products with customers worldwide. We're growing and looking for motivated individuals to join us—people who are passionate about building relationships, understanding customer needs, and delivering exceptional service with professionalism.

Job description

Logistics Coordination

- Arrange and book transportation for outgoing orders
- Coordinate pickup and delivery schedules with customers and carriers
- Enter shipping details and communicate with the yard for order preparation
- Keep the sales team informed on shipping status and updates
- Negotiate competitive rates with trucking companies
- Build and maintain strong relationships with transportation partners

Junior Salesperson Duties

- Provide day-to-day support to the sales team
- Reach out to new sales leads and follow up on potential opportunities
- Process orders and handle related administrative tasks
- Keep customers updated on order status and delivery timelines
- Engage in cold calling and lead generation
- Actively seek to grow sales and develop long-term client relationships
- Self-motivated, goal-oriented, and eager to build a lasting career in sales

Key attributes:

- Strong communication and sales skills
- Team-oriented with the ability to collaborate effectively
- Proficient in using computer systems and software
- Skilled at building and maintaining strong customer relationships
- Willingness to learn product knowledge (or existing knowledge of cedar products is a plus)
- Highly organized with strong attention to detail

Work will take place on site in Agassiz, B.C. Monday - Friday during facility hours 7:30am-4:00pm

Pay will be \$60,000-\$70,000 per year depending on skills, education, or experience plus extended Medical, Dental, Vision and RRSP match.

Send your resume to kristieb@powerwood.com today!

POWERWOOD'S CORE VALUES:

- Dedication to service
- Commitment to health & safety
- Focus on Key relationships
- Take Risks to Grow
- You gotta look at the wood!
- Set targets and be accountable for them

1825 Tower Road, Agassiz, B.C. V0M 1A2 | 604.882.WOOD(9663) | www.powerwood.com