

JOB ANNOUNCEMENT

Title: **Director of Sales**
Sustainable Northwest Wood Distribution Center

Employment: Full-time with benefits

Location: Sustainable Northwest Wood
225A SE Division Place
Portland, OR 97202

Reports to: Ryan Temple, President, Sustainable Northwest Wood, Inc.

Background:

Sustainable Northwest Wood www.snwood.com provides a consistent and reliable supply of sustainably-produced structural and finish goods to the wood products wholesale and por-sales markets. Our mission is to facilitate the incorporation of local materials in green building projects and support rural wood products manufacturing businesses by expanding their sales opportunities.

We are a subsidiary of Sustainable Northwest (SNW), an organization dedicated to promoting environmentally-sound economic development in communities of the Pacific Northwest. Founded by regional leaders in 1994, Sustainable Northwest works to support local and regional capacity to promote enduring economic development that is anchored in the maintenance, restoration and enhancement of the environment.

Summary of Responsibilities:

- Build customer base for SNW Wood products
- Serve existing customer base with exemplary service, sales force training, prompt quoting, on time delivery, and consistent follow-up and support.
- Create and distribute all necessary sales materials.
- Represent and promote the SNW Wood brand in a variety of market settings including shows, events, presentations and customer calls.
- Maintain contact and relations with all suppliers to the distribution center
- Set and maintain quality control standards
- Help manufacturers meet SNW Wood needs and/or add new manufacturing partners to ensure supply stability
- Manage and track inventory in SNW Wood Warehouse
- Coordinate shipments of product for maximum transportation efficiency
- Fulfill FSC Chain of Custody requirement

Work Environment:

SNW Wood is a small start-up company that encourages innovation and growth in its employees. We believe that personal fulfillment is a critical ingredient to professional success. We are closely affiliated with SNW, a dynamic organization that encourages cross-cutting responsibilities among

its staff and collaboration among its initiatives. Within the framework of its mission, SNW employs an entrepreneurial approach to its programmatic focus, work, and employment.

Candidate Qualifications:

We are seeking a sales experienced candidate with excellent interpersonal skills, attention to detail and a foundation of knowledge in wood products and small business management. The successful candidate will possess:

- A desire to play a leadership role with an innovative business, pioneering the sustainable wood products marketplace
- At least three years relevant professional experience including exposure to wood products sales, manufacturing, distribution, and purchasing
- Understanding of market trends in green building and architectural design and insight to the wood products that could serve these markets
- Familiarity with inventory management systems and basic accounting procedures
- Knowledge of standard lumber grading rules and pricing systems
- Experience in typical shipping and freight systems used for wood products
- Commitment to the values and principles inherent within the Sustainable Northwest Wood Distribution Center.

Compensation:

\$38,000-\$45,000 plus performance based incentives.

We offer excellent benefits, including:

- Complete medical coverage (health, dental & vision) covered by employer
- Retirement plan
- 4 weeks annual PTO accrued monthly from start date

Anticipated Start Date:

July 1, 2011

To Apply:

Please send cover letter and resume to rtemple@sustainablenorthwest.org or mail your application packet to:

Ryan Temple
Sustainable Northwest
225-A SE Division Place
Portland, OR 97202

APPLICATION DEADLINE: May 27, 2011

Sustainable Northwest is an equal opportunity employer.