



404 Hillside Ave, Victoria, BC V8T 1Y7  
(250) 383-7128 FAX (250) 383-7271

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## **Skylight Coordinator**

June 20, 2016

The Skylight and Sun-Tunnel Division of Van Isle Windows Ltd. supplies, installs and services these products (along with their related accessories) to our customers both in the Victoria area and up island.

This department has experienced steady growth over the past three years and now requires a support person dedicated to assist its continued success.

The main responsibilities of this position include (but are not limited to): Inventory management (in conjunction with Purchasing), Customer Service (communications, scheduling, paper-flow management, managing service calls and warranty claims, managing job signs etc.) It also includes sales support (conducting showroom presentations (eventually selling) of these products to homeowners and contractors, data mining and report preparation and ongoing management.

The successful candidate will work directly with the Skylight and SunTunnel Manager on a day to day basis, both within the office and in the field. The manager will be your mentor to ensure you are fully trained and have the necessary product knowledge to successfully perform the duties of this position.

The person in this position will ensure this division continues to grow and be profitable.

You will be a motivated self starter and have the willingness to learn. You will be computer literate and have demonstrated strong skills in time management, organization and communications skills. You will need to be willing to travel (own a vehicle and have a good drivers abstract), be available for some weekend and evening work on occasion, and be able to lift 50 pounds. Roofing and/or construction experience an asset but not mandatory.

The ideal candidate will view this opportunity as a career,

If this job interests you, please send in your resume by June 30, 2016 to:

### **Van Isle Windows Ltd.**

#### **Job Reference: *Skylight Coordinator Position***

404 Hillside Avenue,

Victoria, BC V8T 1Y7

Attention: Larry Smeltzer - Manager Skylights and Sun-Tunnels Division

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[www.vanislewindows.com](http://www.vanislewindows.com)

Thank you for your interest. Only those candidates interviewed will be contacted.