



FRONT DESK COORDINATOR (FULL-TIME)

RESPONSIBILITIES INCLUDE:

- Welcoming customers into our store
- Directing incoming phone calls to appropriate departments
 - Processing payments
- Providing basic store/product information
 - Helping customers navigate our store
- Assisting with administrative duties as needed
- Maintaining clean and organized store aisles

PAY DESCRIPTION:

Competitive wage and incentive

JOB DETAILS

- Full-Time (*In-person*)
- Retail Hours (*Monday-Saturday*)
- Every Other Saturday (*8am-1pm*)
 - Off Sundays
- Overtime Opportunities

BENEFITS

- Competitive Wage & Incentive
- Medical, Dental, Life, & Disability Coverage
 - 401K w/Match
- Vacation Time & Paid Holidays
 - Employee Discount

WHY BROOKSIDE LUMBER?

- We are established (*Since 1926*)
- Family-owned & operated atmosphere
- Active supporters within our community