



AyA Kitchens and Baths is a manufacturer of high quality, frameless cabinetry. By combining old world craftsmanship and attention to detail with high tech manufacturing processes we are able to offer innovative, quality cabinetry at competitive, manufacturer direct prices. AyA's in house design professional's work with clients ranging from individual home owners to multi-national builders to create cabinetry solutions tailored to specific tastes and needs.

Job Title: Operations and Sales Support Consultant – Mississauga, ON

Responsibilities:

- Respond to email and telephone inquiries from Associates and their customers
- Assist in setting up new locations and Associate builder accounts
- Provide product knowledge and policy support to associates and internal staff
- Prepare computerized drawings from blueprints
- Special design projects as assigned; quotes/employee kitchens (depending on the situation) meet with client, design, fease, price, prepare; checking up on orders/updating work logs
- Prepare and place orders for Associates and their Builder accounts (collecting paperwork, receiving payment, submitting, forwarding the documents)
- Updating manuals, SOPs
- Train new Associates on product
- Assist in cost benefit analysis of new products
- Pricing spec book items
- Plant and showroom tours
- Other adhok projects

Qualifications:

- Minimum 2 years working experience in cabinetry or builder industry
- College Diploma in Design or Administration preferred
- Excellent written/oral communication, customer service and problem solving skills
- Proven organizational and multitasking skills
- Intermediate knowledge of Microsoft Applications
- Working knowledge of Autocad or other design software
- Good analytical and mathematical skills
- Able to work in a high pressure and/or deadline driven environment

Location: Mississauga (Dixie & Queensway)

Hours: Monday to Friday
7:30am – 4:00pm

Company offers comprehensive benefit package including health, dental, vision, onsite gym and cafeteria

Please submit resume to hr@ayakitchens.com

