



## ***Current Job Openings***

### **Huntsville**

#### **Receptionist – 1 position**

Receptionist will be answering all incoming calls and directing appropriately, providing customer service, assisting Accounts Receivable and providing administrative and secretarial support to Human Resources.

#### **Health & Safety Specialist – 1 position**

The Health and Safety Specialist will develop, implement and lead all company safety programs, including process and operational safety, OSHA programs, DOT compliance and ongoing regulatory compliance as it relates to Health and Safety.

#### **IT Application Software Manager – 1 position**

The IT Applications Manager maximizes Wilson Lumber productivity opportunities by developing tools and managing current & future applications which run the business. This position is an in-depth, hands-on technical and leadership role, which will have visibility at all levels of the company.

#### **Maintenance Assistant – 1 position**

The Maintenance Assistant repairs systems and components, troubleshoots, inspects, and completes service requests and preventative maintenance work orders in an efficient and timely manner under supervision of the Maintenance Technician.

#### **Inside Sales Representative – 1 position**

The Inside Sales Representative will be responsible for sales and service at the sales counter and answering sales calls, proactively gaining and maintaining new accounts, completing home and garage take-offs, completing door and window sales.

#### **Inventory Specialist/Buyer – 1 position**

Inventory Specialist/Buyer will prepare and complete daily cycle counts, track inventory cycle count accuracy, schedule and manage physical inventory, maintain inventory levels based on company goals and needs, maintain item descriptions in BisTrack, and build and maintain relationships with vendors to include pricing negotiations, ordering, and supplier returns.

#### **Outside Sales Account Manager – 1 position**

The Account Manager will sell lumber and building materials to local builders and remodelers. The Account Manager will build new customer relationships and manage the sales process from start to finish.

#### **Installed Sales Coordinator – 1 position**

The Installed Sales Coordinator is responsible for coordination of subcontractors, implementing policies and procedures for quality and customer service and scheduling installs in coordination with installers, sales and customers.

#### **Loadmaster – 2 positions**

The Loadmaster is responsible for the loading of materials on delivery trucks in a safe and timely manner.

#### **Millwork Production Associate – 1 position**

Door shop associate applies trim legs and head to door unit with nail gun, while inspecting the entire unit for quality.

#### **Millwork Dock Associate – 1 position**

Dock associate loads and unloads doors, windows, trim, and building materials; helps to maintain an accurate inventory; and completes paperwork timely and accurately.

#### **Yard Associate – 2 positions**

Yard associates are responsible for providing excellent customer service while handling merchandise, unloading or loading trucks, and waiting on customers.

#### **Driver Helper – 3 positions**

Driver helpers assist with loading and unloading the delivery of building materials, doors and windows.

#### **Driver – 1 position (Class A or B CDL required)**

Delivery drivers will deliver windows, doors, lumber and materials. Drivers may be driving box trucks or flatbed trailers.

**Wilson Lumber employees interested in applying should see Erica Lovell in HR.**

**Candidates can apply at [wilsonlumber.net/careers](http://wilsonlumber.net/careers).**



## *Current Job Openings*

### **Truss Plant - Madison**

#### **Truss Plant Manager – 1 position**

The Truss Plant Manager is responsible for the success and profitability of the Plant. This will include achieving and maintaining production goals and department objectives while working with the sales team to meet demand.

#### **Administrative Assistant – 1 position**

The Administrative Assistant will provide administrative support to the design and management teams at the Madison site. This position will perform receptionist duties for the location; maintain records for residential and commercial jobs; create, receive, and scan purchase orders in BisTrack; and manage fuel logs.

#### **Truss Designer – 1 position**

The Truss Designer will be responsible for utilizing software in the design of roof trusses, floor trusses, beam sizing, and LVL/I-Joists as requested by our customers.

#### **2nd Shift Maintenance Technician – 2 positions**

Responsible for troubleshooting and preventative maintenance of automated manufacturing, hydraulic, pneumatic, electrical, electronic and mechanical equipment.

#### **Maintenance Assistant – 1 position**

The Maintenance Assistant repairs systems and components, troubleshoots, inspects, and completes service requests and preventative maintenance work orders in an efficient and timely manner under supervision of the Maintenance Technician.

### **Truss Plant – Westmoreland, TN**

#### **Truss Production Worker – 1 position**

The Truss Production Worker is responsible for operating and maintaining equipment in a factory or warehouse and preparing items for distribution.

**Wilson Lumber employees interested in applying should see Erica Lovell in HR.**

**Please contact Human Resources with questions ([hr@wilsonlumber.net](mailto:hr@wilsonlumber.net)).**

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