



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.

Our Kitchener Showroom is looking for a talented candidate to join their expanding team. The successful candidate will be working with both the Sales and Operations Staff. This is a great opportunity for someone who is looking for a career opportunity in the cabinetry industry.

Position: Sales & Operations Support – Kitchener Showroom

Duties:

- Manage customer enquiries regarding products, service, installation and accounts
- Prepare design/and or working drawings as needed
- Schedule and track installation/service for builder and retail customers
- Analyze and update deficiency lists
- Order parts
- Weekly or monthly reports as needed
- Special projects as required

Education & Experience:

- College Diploma in Design or Architectural Technology an asset
- Minimum 2 years working experience in cabinetry or builder environment preferred
- Working knowledge of autocad or other design software an asset
- Excellent communication, customer service and problem solving skills
- Proven organizational and multitasking skills
- Able to work independently and flexible to meet project deadlines if needed
- Intermediate knowledge of Microsoft Office Applications specifically excel
- Good analytical and mathematical skills

Company offers a comprehensive benefit package