



Located in the Niagara Region, Elmwood is a manufacturer of fine custom cabinetry. Working through a Dealer network, Elmwood's customers are located throughout North America. To complement our Sales & Marketing Team, we have an immediate opening for the following:

Product Development Team: Data Entry / Catalog Management

Scope of Work

1. Maintenance of the data base, change and update pricing, add new species, colours, door styles, items, and ensuring items are linked where appropriate.
2. Enter new and modify existing data in Access databases
3. Create Engineering Standards
4. Communicate / inform Elmwood staff through email and Constant Contact of changes to the database / catalog items and also any product updates
5. Respond to any Dealer / CSR inquiries regarding Catalog & Database
6. Conduct product research from suppliers and manufacturing including pricing, availability etc

Key Skills Required

1. Must be proficient in Microsoft: excel, access, power point, word, especially Access.
2. should have a working knowledge in Adobe: InDesign, Bridge, Photoshop

Key Characteristics

1. excellent communications at all levels of the company & externally
2. ability to issue directives in a clear and concise manner
3. work collaboratively in a team setting
4. strong organizational skills
5. attention to detail
6. ability to work independently on your own and in conjunction with a wide variety of dealers, customers, vendors as well as colleagues, management staff, cabinet makers and office employees
7. easily reads and understands floor plans, elevations, 3-D thinking
8. comprehensive understanding of Elmwood product
9. can solve problems and provide solutions to dealers and knows easily where to get guidance
10. knows and understands engineering standards
11. understands paperwork processes and can find orders in all statuses

This position offers a full benefits package and a competitive salary commensurate with experience.

Please apply via e-mail to: steve@elmwoodkitchens.com
Steve Cheverie
Human Resource Services