



MENDOCINO FOREST PRODUCTS COMPANY, LLC

Home Depot Program Customer Service Representative

Mendocino Forest Products Company, LLC, located in Ukiah, California, is a leading supplier of sustainable forest products. We are looking for a Home Depot Program Customer Service Representative to join our growing team. GREAT OPPORTUNITY AND EXCELLENT BENEFITS! This position will be based in the Northern Orange County area of California. High school diploma or general education degree (GED) required with Associates Degree or higher education preferred; two years related experience and/or training or equivalent combination of education and experience. Additional responsibilities include the following:

- Conduct daily store visits to Home Depot Stores within assigned territory.
- Maintenance of store products, point of purchase signage and displays.
- Develops strong, positive working relationships with Home Depot Pro-Desk, Department Heads, Assistant Manager and Store Manager.
- Keeps Home Depot Special Order, Pro-Desk and Lumber Associates apprised of price changes, new products and changes to current products.
- Administers product knowledge classes to Home Depot employees; Answers questions and handles customer service issues regarding Mendocino Forest Products in a timely and professional manner.
- Works to improve Home Depot sales and inventory levels using Stock-Out Reports from the MFP marketing department.
- Examines and maintains lumber quality.
- Implements sales programs as directed.
- Coordinates and builds product re-sets along with building and/or updated displays for new or existing stores.
- Coordinates new store set up within required timelines specified by Home Depot with Home Depot store/corporate employees. Communicates progress to Customer Service Manager on a weekly basis.
- Reports price comparisons on a monthly basis.
- May be required to participate in Home Depot and/or MFP sponsored events.
- May be required to work occasional nights and/or weekends.

Interested applicants please submit a cover letter, resume and salary history to: recruiter3@hrcllc.com. To learn more about the organization, please visit our websites at www.mfp.com and www.mrc.com.

Mendocino Forest Products Co., LLC does not accept unsolicited resumes/applications. Mendocino Forest Products Co., LLC is an equal opportunity employer/ADA/Drug Free Workplace.