



Job Posting

Job Title: Coordinator, Showroom Display
Status: Full Time
Reporting to: Store Manager - Ottawa
Location: Ottawa, ON

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

As a key Lee Valley team member, the incumbent oversees and administers all activities required to smoothly operate a store display environment in accordance with directives on content and the company's standards and policies.

Key Responsibilities:

- Creates and maintains displays for all current and seasonal products
- Implements introduction of new products in a timely manner
- Keeps showroom clean, tidy and organized
- Maintains SMS system and re-labelling as required
- Helps maintain discontinued, "M" status, impulse and sale-item displays in the showroom while working in cooperation with inventory controller and other staff
- Introduces, maintains and updates POP tables, impulse, in-store specials and promo displays in a timely and organized manner
- Introduces, maintains and updates permanent store signage (policies, bags, etc.)
- Actions daily PIS/PACS, which affect items on display (discontinued items, items on hold, etc.)
- Works, co-operates and communicates effectively with the manager and assistant manager, as well as the national display coordinator
- Performs any other tasks as requested by a store manager/assistant store manager
- Available to work flexible hours (work earlier or later shifts to complete specific tasks)

- Performs additional tasks and duties required to ensure the successful and efficient operation of a retail location and maintains high-quality service standards

Knowledge and Skills:

- Advanced knowledge of Lee Valley's product lines an asset
- Retail merchandising experience an asset
- Proficiency in Microsoft Office
- Excellent communication, both written and verbal
- Detail oriented with excellent organizational skills
- Good ability to plan ahead and prioritize goals
- Have creative and design talents
- Strong knowledge of our website and its functionality
- Good ability to appreciate and deal with spatial considerations and limitations when planning displays for the showroom
- Willingness to listen and consider ideas and suggestions from other staff regarding displays and showroom arrangement
- Certified abilities to safely operate typical woodshop equipment or flexibility to become certified
- Woodworking skills and shop capabilities an asset

Interested in joining the Lee Valley Team?

[**Apply online using ADP**](#)