



NORSAK
FOREST PRODUCTS LP
PROUDLY OWNED BY THE MEADOW LAKE TRIBAL COUNCIL

Sales Associate/Sales & Logistics Coordinator

Location: Meadow Lake, SK

Posting End Date: 07Sept2026

Employment Contract: Permanent-Full Time

NorSask Forest Products LP is looking for a Sales Associate / Sales & Logistics Coordinator to join our team and develop a long-term career in the forest products industry. This is a unique hands-on training and mentorship opportunity. The successful candidate will work closely with our experienced Sales Manager and Sales team to learn the full sales process, lumber products, sawmill operations, inventory management, customer relationships, transportation logistics, and market development. The ideal candidate is organized, professional, a strong communicator, and genuinely interested in learning how a sawmill and lumber business operates. Lumber sales experience is an asset, but not required — we are looking for someone with the ability and willingness to learn. This position provides a strong pathway for long-term career growth within NorSask's Sales Department.

Position & Responsibilities include (other duties may be assigned):

- Support customer sales, service, and account management.
- Assist with quotes, sales orders, invoices, and customer communications.
- Monitor daily production and inventory levels and assist with sales planning.
- Coordinate trucking, shipments, and delivery schedules with carriers and customers.
- Prepare shipping and transportation documentation.
- Work closely with Production, Shipping, Finance, and Administration.
- Assist with accounts receivable and customer account reconciliation.
- Develop knowledge of lumber products, grades, pricing, and market conditions.
- Monitor industry publications and market trends.
- Assist with identifying new customers, markets, and business opportunities.
- Support the development of Indigenous and government procurement opportunities.
- Participate in ongoing mentorship, cross-training, and professional development.
- Progressively take on greater responsibility as knowledge and experience develop.

Job Requirements (Education &/or Experience):

- Post-secondary education in Business, Sales, Marketing, Logistics, Supply Chain, Forestry, Accounting, or a related field is an asset.
- Previous experience in sales, customer service, administration, logistics, transportation, accounting, or manufacturing is preferred.
- Strong communication and relationship-building skills.
- Excellent organization and attention to detail.
- Strong problem-solving and analytical abilities.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Ability to work independently and as part of a team.
- Professional, customer-focused approach.
- Strong initiative and willingness to learn.
- Valid Class 5 driver's licence.

NorSask Forest Products LP is especially committed to creating opportunities and removing employment barriers for qualified women, Indigenous persons, persons with disabilities, and members of visible minorities.

We encourage applicants to highlight relevant experience, skills, knowledge, and qualifications in their application. Indigenous applicants are invited to reference their Indigenous heritage in their cover letter, if they wish to do so.

To apply, please submit your cover letter and resume by email to apply@norsask.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted.