

Job Title: Handyman/Trim Carpenter, with Strong Office Skills

Job Location: Park City, UT

Compensation: \$50-55K and Excellent Benefits

Sun Mountain, Inc., an industry-leading manufacturer of custom wood doors and other architectural millwork products, is seeking a Handyman/Trim Carpenter with strong office and administrative skills. This position delivers the company's door and moulding products to construction jobsites, provides after-the-sale service, and manages the company's boutique showroom in Park City, UT.

Essential Duties and Responsibilities:

- Receive and unload product shipments.
- Hang doors in jambs.
- Load and deliver products to customers.
- Use small hand tools and operate a forklift and box truck (25', no CDL required).
- Interact regularly with customers via phone, e-mail, and on-site communications.
- Complete product and price quotes for customers using the company's computer systems.

Education and Experience:

- Minimum High School diploma required; college coursework or degree preferred.
- Experience as handyman or trim carpenter working with millwork products (chop saws, mitering, hand routers, etc.) required.
- Delivery/warehouse experience desired.
- Experience operating a forklift required
- Experience driving a box truck (25', no CDL) required.
- Excellent communication and interpersonal skills required.
- Strong typing and PC skills required, including proficiency with Microsoft Office.

Qualifications:

- Strong work ethic, with ability to self-manage daily work schedule and performance.
- Organized.
- Willing, can-do attitude.
- Good math skills.
- Attention to detail and accuracy.
- Customer service orientation, with the ability to timely and professionally resolve customer issues.
- Team-player with ability to work positively with customers and other Sun Mountain, Inc., employees.
- Must hold a current, valid driver license.
- Must be able to complete daily travel within the assigned region.

Physical Demands:

- Ability to lift 100 pounds.

Benefits:

Benefits include medical, dental, vision, life insurance, short term disability insurance, 401(k) with company match, paid leave, and paid holidays.

To Apply:

E-mail résumé and cover letter to careers@sunmountaindoor.com. No phone calls, please. No recruiters or outside agencies.