



Job Title: Division Manager
Department: Installed Services
Reports To: President
Status: Full Time | Exempt

About Mentor Lumber

For over 100 years, Mentor Lumber & Supply Co. has been the trusted partner in Northeast Ohio's building community. We're more than just a lumber yard; we are a team of professionals dedicated to delivering top-notch customer service, quality products, and operational excellence. We're looking for an **"Exceptional" Division Manager of Installed Services** to join our team and lead us into an exciting future. If you're passionate about driving sales, developing teams, and building lasting relationships, this is your chance to make a significant impact in a thriving industry!

What You'll Do:

As the Division Manager, you'll play a key role in shaping the direction and growth of our Installed Services, handling everything from sales and scheduling to project execution and customer relations. You'll lead with innovation, empowering your team to achieve excellence while managing the financial and operational performance of the division, all while supporting the vision of becoming **"The Best Lumber Yard in Northeast Ohio."**

Key Responsibilities:

- **Drive Growth:** Lead sales efforts and deliver exceptional customer service while managing project planning and execution.
- **Oversee Projects:** Ensure timely and successful project completion, addressing any customer concerns promptly.
- **Lead Team:** Manage installers and subcontractors, optimize schedules, and ensure high-quality, efficient work.
- **Manage Finances:** Oversee the division's budget, monitor expenses, and ensure profitability.
- **Build Relationships:** Develop strong connections with customers, vendors, and industry partners to support growth.

- **Represent the Company:** Participate in industry events and maintain positive relationships with all stakeholders.
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What We're Looking For:

Leadership Expertise:

- Experience managing teams, with a focus on construction or service industries.
- A natural communicator who can inspire, motivate, and guide a team to success.

Strong Business & Construction Knowledge:

- A solid background in business management, construction, or a related field.
- Proficiency with project management, budgeting, and financial oversight.

Hands-On Approach:

- A keen understanding of construction systems, tools, and techniques, with the ability to read and interpret blueprints and technical documents.
- Experience with contract negotiation and vendor management.

Customer-Focused Mindset:

- You excel at building rapport with customers, understanding their needs, and delivering tailored solutions that meet and exceed expectations.
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What You'll Need to Succeed:

Education & Experience:

- An Associate's Degree or equivalent work experience, with at least 6 months to 1 year in a related field.
- Hands-on experience in construction or installation services, with a track record of managing projects and teams.

Skills:

- Excellent verbal and written communication skills.
- Proficiency in financial analysis, budgeting, and cost control.
- Strong problem-solving abilities and attention to detail.

Physical Requirements:

- The role may involve occasional physical activities, including lifting up to 100 pounds, climbing ladders, and navigating construction sites.

License:

- A valid and insurable Ohio Driver's License.
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Why Mentor Lumber?

- **Competitive Compensation:** Attractive salary with performance-based bonuses to reward your hard work.
 - **Generous Benefits Package:** Health, dental, and vision insurance to keep you and your family healthy.
 - **401k and Profit Sharing**
 - **Vacation & Time Off:** Paid Vacation, Personal Days and Holiday Pay
 - **Career Growth:** Opportunities for professional development and advancement within a growing company.
 - **Collaborative Culture:** Be part of a tight-knit team where **Excellence, Teamwork, and Respect** are at the core of everything we do.
 - **Proud Legacy:** Work for a company with a century-long tradition of success, quality, and customer satisfaction.
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This is more than just a management position – it's a chance to make a **real impact** in a fast-paced, growing industry. You'll work alongside a dedicated team, bring exciting projects to life, and drive the success of our Installed Services Division. If you're looking for a role where you can showcase your leadership skills, grow professionally, and see the tangible results of your efforts, then this is the opportunity you've been waiting for.

Ready to make a difference? Apply today and help us take our Installed Services to the next level!

How to Apply:

Apply on LinkedIn, Glassdoor, Indeed or send your resume and application to Human Resources: hr@mentorlumber.com.

