



RETAIL JOB DESCRIPTIONS Handbook

The LBMAO, as part of its mandate to support its members in the operations of their businesses, has developed a list of job descriptions specific to the building supply/hardlines industry.

This list is available for a small fee to members as a benefit of membership. The list has been composed from various sources and is a general guide to assist storeowners and managers to develop their own job descriptions as required in their respective businesses.

Following are some of the job descriptions included:

- General / Store Manager
- Sales Manager
- Department Manager
- Yard Foreman
- Comptroller
- Yard Worker / Loader



FREE FOR MEMBERS as PDF file delivered via e-mail

Company: _____
 E-mail (if ordering PDF file): _____
 Address: _____
 City/Town: _____ Prov: _____ Postal: _____
 Attention: _____ Tel: _____ Fax: _____

Hardcopy Price: \$15.00 (member)/ \$99.00 (non-members) Qty.: _____ Amount: _____
 (Payment must accompany order form to process order.) HST: _____

Cheque **VISA** **MasterCard** TOTAL: _____
 (HST# R105225775)

Credit Card Information:

Card #: _____ Expiry: _____
 Card Holder Name: _____ Signature: _____
 Cardholder e-mail for credit card receipt _____

Please mail order form with cheque in full or fax with VISA information to:

LBMAO
5155 Spectrum Way, Unit 27 Mississauga, ON L4W 5A1
 Tel: (905) 625-1084, 1-888-365-2626, Fax: (905) 625-3006, Web: www.lbmao.on.ca