



### **Company Description**

Hickory Dickory Decks is the largest deck company in Canada located in over 60 cities. With franchises located predominantly in Ontario, H.D.D. has excelled by providing top quality decks combined with excellent customer service. With over 25,000 projects completed and more than 30 years' worth of experience, H.D.D. has become a leader in the deck building industry as Canada's largest custom deck builders. Great opportunities exist for independent and self-motivated people who do not like sitting in a cubicle all day. H.D.D. provides an environment that fosters employee growth geared towards your career goals. If you are interested in working for a corporation that offers a variety of responsibilities and experiences out of College, please consider joining us! Positions can be full time, seasonal, or co-op placements to fulfill college/university program requirements. Our goal will be for you to own a franchise or partner with us as soon as year 2.

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**Job Title: Management Trainee**

**Job Location: Positions available all across Southern Ontario**

**Website: [www.decks.ca](http://www.decks.ca)**

**Phone #: 905-689-4774**

**Contact Email Address: [office@decks.ca](mailto:office@decks.ca)**

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### **JOB SUMMARY:**

The position at H.D.D involves learning all aspects of a small to mid-size business including designing, selling, and building of custom projects. Along with project management, providing customer service, giving franchisee support, marketing, and more.

### **RESPONSIBILITIES:**

- Learn to build custom decks - this will require you to be working on job sites for a majority of your time in order to learn about the company and the industry from the ground up
- Responsible for designing deck sketches from initial concept and 3D designs to completed drawing sets for building and permit application purposes
- Applying for building permits, organizing the required information and tracking the application process
- Creating summaries of projects and putting together quantity takeoffs for material orders
- Constant interaction with customer from initial sales call until completion of job, including collecting of cheques and customer referrals
- Schedule and perform sales estimates for future customers and maintain accurate sales records
- Involved with selling materials and providing product knowledge to customers

#### **ACADEMIC/EDUCATIONAL REQUIREMENTS:**

- Post-secondary degree/diploma in the area of construction management, architectural technology, business, or related fields.

#### **REQUIRED SKILLS/EXPERIENCE:**

- Excellent communication skills needed for dealing with management, builders, and customers
- Strong organizational skills
- Great leadership qualities
- Self-motivated
- Basic working computer knowledge in MS Office Suite.
- Design software experience is an asset (AutoCAD and SketchUp)
- Strong work ethic towards building and expanding the company
- Construction experience an asset

#### **WORKING CONDITIONS:**

- You will be working on job sites and in the office as well as travelling to customers' homes for sales calls – therefore you must have a valid G or G2 license.
- Must be flexible to work some evenings and Saturday's

We thank you for your interest in this position at Hickory Dickory Decks, however, please be advised only those applicants that are considered for the position will be contacted.