



Seattle Branch Manager– Full-time Permanent

Sustainable Northwest Wood, Portland Oregon is seeking a Branch Manager for its Seattle operations. The successful candidate will be a motivated and independent individual with excellent customer service skills and a passion for the interface between green building and sustainable forestry.

Sustainable Northwest Wood launched in 2008 and is an industry leader in the field of sustainable wood products, The focus of our business is to act as a bridge between the built and natural environments by distributing local wood & wood products from responsible sourcing. We work with a qualified network of regional mills & fabrication shops that are aligned with our mission. We are committed to our employees, our suppliers, and our community as we collectively use our business as a force for good. This year we expanded our operation by opening a Seattle distribution center in April and are now beginning to staff it. We welcome your application to join our team.

Our *Seattle Branch Manager* will be responsible for establishing the Seattle location as the premier location for building professionals seeking local and responsibly sourced wood products. Initially the Branch Manager will be the sole employee at this location. They will be supported in stocking, marketing, administration and sales by the Portland office. Within the year additional staff will be added. As the sole employee initially, it is critical that the branch manager be able to work independently, be willing and able to take on a wide range of tasks and manage time as necessary to fulfill multiple responsibilities. Though the position will be supported by the main office, in many ways this position will be entrepreneurial in nature; as such, the successful applicant will have both the drive and aptitude for such a role. The Branch Manager will have the unique opportunity to perform fulfilling work in a creative and rewarding environment, contributing to the green economy and making a meaningful difference the conservation of Pacific Northwest forest ecosystems.

Summary of Responsibilities:

- Be the primary representative for Sustainable Northwest Wood in Seattle
- Create sales opportunities in the Seattle Metro area
- Forge relationships with the local construction and architecture communities to promote SNW Wood products and their values.
- Manage on-site inventory and warehouse space to keep it stocked, safe and functional
- Receive and stock inventory
- Pull and package orders for will call and deliveries
- Make deliveries on 16' flatbed throughout Seattle
- Have the ability to manage all aspects of a local branch and grow both the market and the Seattle team in tandem.
- Foremost, this is a position for a creative thinker, who thrives in a fast-paced environment with a diversity of daily tasks, seeking growth opportunities in their work and wants to have a leadership role in sustainable forestry and green building.

Job Requirements

- Proven exemplary customer service and sales skills
- Commitment to sustainability
- Ability to operate independently, handle multiple responsibilities and prioritize fluctuating workloads
- A strong knowledge of lumber and wood products
- Eagerness to acquire new knowledge and develop new skills
- Strong communication skills
- Physical requirements: ability to bend, stand, and lift-up to 60 pounds.
- Forklift and delivery truck operating skills are required. A commercial driver's license is not.
- Training in specialized skills will be provided as needed
- Operating knowledge of Microsoft Office and Quickbooks

Benefits and compensation:

- Full health care coverage paid by SNW Wood
- Generous paid time off
- Profit Share
- \$75,000 - \$80,000
- Start date: by July 1

Anticipated schedule is Monday – Friday 8:00am to 5pm (40 per week)

How to Apply: Applications accepted until April 30, 2026

If you meet the above criteria and are excited about what we do, we want to hear from you! You must submit your resume and cover letter detailing your interest and qualifications to info@snwwood.com.

Please NO calls.

Sustainable Northwest Wood is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, or any other protected characteristic as outlined by federal, state and local laws.

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