

OPPORTUNITY

AHEAD

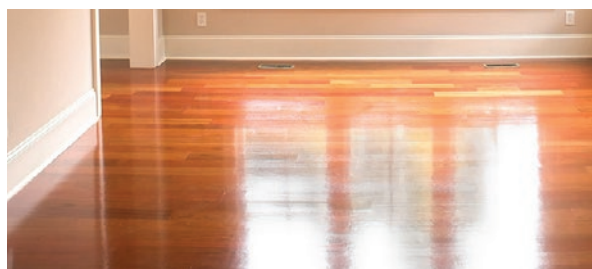
84[®] LUMBER

ENTRY-LEVEL TRAINING PROGRAM



“ 84 Lumber is committed to continually providing opportunities for all Associates, creating an environment where each person is valued and where we can build futures for everyone ... one person at a time. We believe in creating an atmosphere of diversity and inclusion that also enhances our customer's experience.

MAGGIE HARDY KNOX - *President*



Founded in 1956, 84 Lumber Company is the nation's leading privately held supplier of building materials, manufactured components, and industry-leading services for single- and multi-family residences and commercial buildings. 84 Lumber operates more than 250 stores, component manufacturing plants, custom door shops, custom millwork shops, and engineered wood product (EWP) centers in 30 states, representing the top 130 markets in the country. 84 Lumber also offers professional, residential, and commercial contractors turn-key installed services for a variety of products including framing, insulation, siding, windows, roofing, decking, and drywall. A certified women's business enterprise owned by Maggie Hardy, 84 Lumber was named as one of Forbes Best Midsize Employers in America. For more information, please visit 84lumber.com.

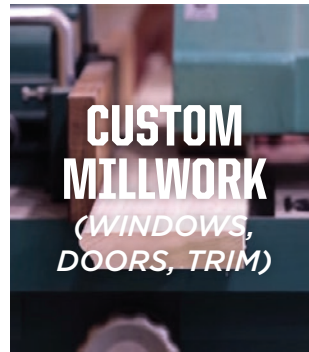


LUMBER

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MORE THAN MATERIALS



OUR CUSTOMERS



- 1 HOME BUILDERS** combine products from our Lumber Yards and Component Plants with their labor and experience to create new homes for their customers. We partner with builders to build the American Dream.



- 2 TRADES PEOPLE AND REMODELERS** use our products to complete a specific part of a job.



- 3 HOMEOWNERS** use our products to either upgrade their home or repair it.

- 4 COMMERCIAL CONSTRUCTION CONTRACTORS** usually referred to as the general contractors (GC). We assist them with various products and installation services for a wide range of projects.

- 5 CONSERVATIONISTS** – 84 provides a unique opportunity to live happily with less. We are dedicated to delivering high-quality products while offering value-added packages and services to our customers that promote an excellent, sustainable quality of life. Our focus is to inspire a spirit of adventure that encourages our buyers to simplify their priorities.

All these segments of our business are important to our growth and profitability!

OUR STANDARDS FOR SUCCESS

DRIVEN



- You can build a successful career at 84 by setting high goals for personal accomplishment and working hard to exceed those goals.
- Always seek opportunities to learn, solve problems and contribute.
- Start by completing your training program in the allotted time of 6 months.

TEAM ORIENTED



- We count on each other! Being at work when scheduled and completing all of your job duties to the best of your ability helps the whole team win.
- Treat everyone with dignity and respect!

WORK ETHIC



- Be on time.
- Take responsibility and accountability for successfully completing work tasks.
- Approach work challenges with a “can do” mind-set.

COACHABLE



- Learning will be a key to success at 84!
- Seek opportunities to learn and be open to feedback and coaching.

PROFESSIONAL PERSONAL IMPACT



- Adhere to our dress code standards.
- Demonstrate a professional demeanor at all times.

RELOCATABLE



- Being willing to relocate will open up additional advancement opportunities for you!

WHAT AM I APPLYING FOR?

Our associates start their 84 Lumber careers as either a Manager Trainee (MT) or a Contractor Sales Trainee. These are 84 Lumber's entry level positions into our Management and Contractor Sales Career Paths. We are proud to reveal that we promote our Management Team nearly 100% from within. Simply stated, you create your own future at 84 Lumber!

MANAGEMENT TRAINING

Most 84 associates start their career as a Manager Trainee, and quickly work their way "up the ladder." 84 Lumber's front-loaded, on-the-job training program provides a solid foundation of building industry knowledge and business management practices. As a Manager Trainee you will do many things within the store, including:

- Working towards becoming a future Store Manager
- Selling and loading building materials and supplies
- Managing your Area of Responsibility within the store
- Creating material estimates
- Creating and maintaining your personal Trade Relations Program/Customer Relations Program
- Loading/Unloading Trucks
- Maintaining and merchandising inventory
- Attending Lumber Camp and Sales Camp
- Completing the Self-Study Program within the first 6 months

After attending Lumber Camp and completing the self-study program within the first 6 months, 84 Lumber rewards you with your first career advancement and eligibility for promotion. Within a relatively short length of time, successful Manager Trainees are promoted to various positions within the company.

CONTRACTOR SALES REPRESENTATIVE TRAINING

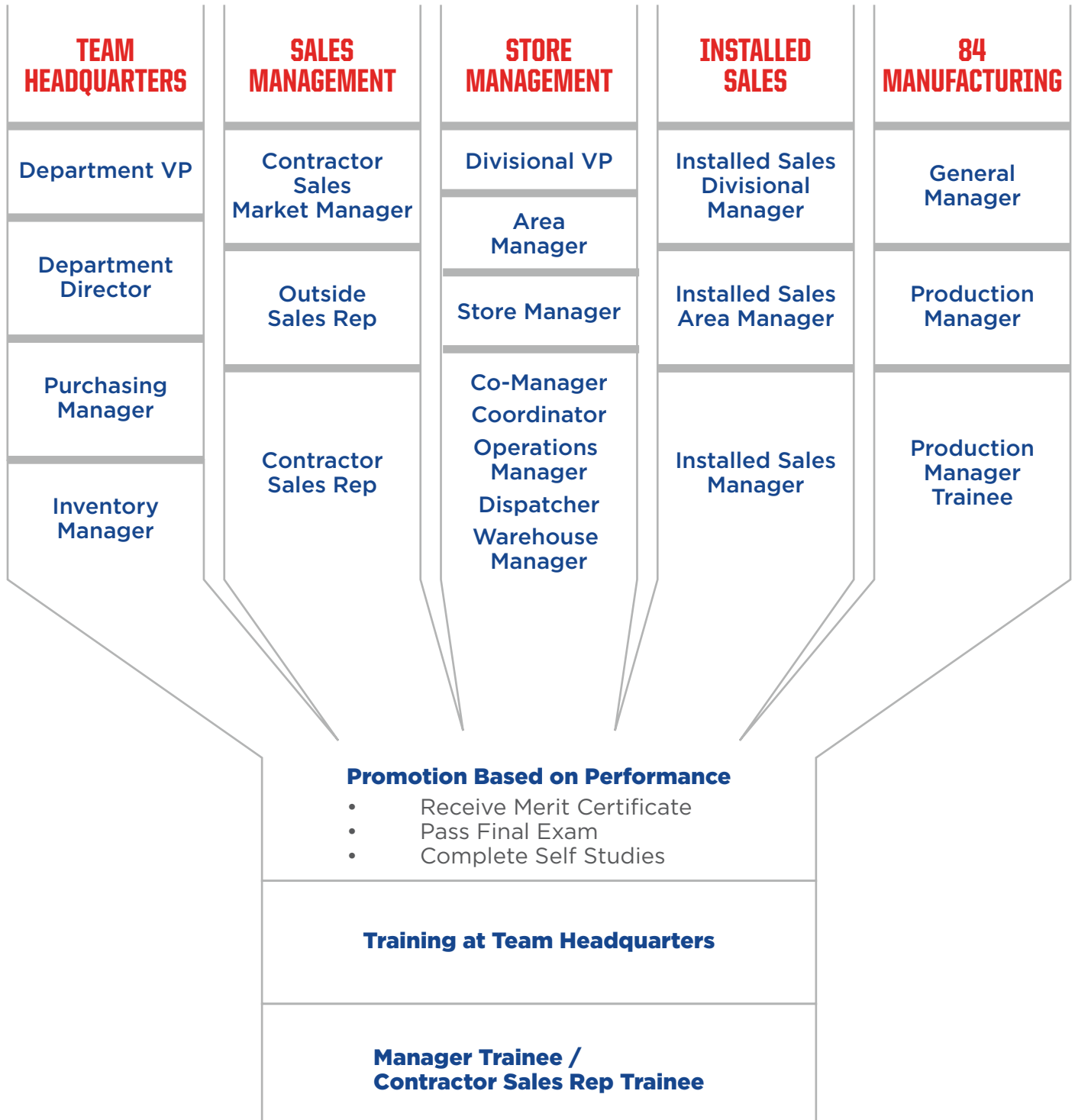
If sales are more appealing to you, take a moment to explore the Sales Career Path with 84 Lumber. Contractor Sales Trainees begin their career much like a Manager Trainee but are generally not required to relocate for future promotions within 84 Lumber. As a Contractor Sales Rep (CSR) Trainee, you will be responsible for:

- Shadowing successful 84 Lumber Contractor Sales/Outside Sales Representatives
- Selling lumber and other building materials
- Creating material estimates
- Creating and maintaining your personal Trade Relations Program/Customer Relations Program
- Sourcing special orders and other activities that enhance the customer's experience
- Achieving predetermined sales goals at an acceptable margin
- Reading and interpreting blueprints & creating material estimates
- Scheduling deliveries
- Attending Lumber Camp and Sales Camp
- Completing the self-study program within the first 6 months
- Planning and evaluating customers' needs, ensuring prompt and accurate service
- Determining revenue and profitability through evaluating accounts

Contractor Sales Trainees will be promoted to a Contractor Sales Representative after 9 months of salesman training.

THE LADDER OF OPPORTUNITY

WHAT'S YOUR 84 LUMBER CAREER PATH?



PROMOTIONS AND CAREER PATHS

AT 84 LUMBER COMPANY, WE FOCUS ON PROMOTING OUR ASSOCIATES FROM WITHIN!

You may be promoted to a Co-Manager of a store; you may join the Installed Sales Division or join Team Headquarters in Eighty Four, PA. Our Team Headquarters is located 20 miles south of Pittsburgh, PA in Eighty Four, PA. 84 Lumber Company first began as a small lumber yard, and grew into one of the leading lumber and building suppliers in the industry. Possible promotions to Team Headquarters are positions such as Operations Manager, Inventory Manager, Commodity Buyer, Purchasing Analyst, Cost Forecast Manager, Pricing Manager and Cost Forecast Analyst. Opportunities also exist in IT, HR, Marketing, Accounting, Web Sales, and Government Sales. Your opportunities for growth in this company are endless!

CO-MANAGER

The Co-Manager serves as a teacher and sales leader in the store, helping train new team members. As a CM, you have a shared responsibility for the **total** operations of the store. This includes profitability of the location such as sales, margin, payroll expense and delivery under the direction of the Store Manager.

CONTRACTOR SALES

This is an excellent opportunity for you to develop a great career in sales. As a Contractor Sales Representative you are responsible for creating positive customer relationships by identifying potential customers and servicing existing customer accounts.

PROMOTIONS INTO KEY POSITIONS FROM 2018-2020

Key Positions	2018	2019	2020	SUM
Area Manager	4	4	2	10
Store Manager	30	37	35	102
Outside Sales	85	54	42	181
Contractor Sales Rep	75	21	23	119
Framing Installed Sales Manager	32	4	1	37
Co-Manager	121	122	118	361
Operations Manager	22	2	2	26
Dispatcher	44	24	21	89
Warehouse Supervisor	25	8	7	40
				965



ARE YOU DRESSED FOR SUCCESS?

As an associate, you represent 84 in your appearance, as well as in actions. 84's policy is that all Associates must be dressed for success and groomed to deal with customers. You will be provided accessibility to order our uniforms so you can "dress for success."

For footwear, we recommend a non-slick boot. Crepe Soled Boots work best for support and safety.



SAFETY GLASSES



WORK GLOVES



TAPE MEASURE



WORK BOOTS

OUR TRAINING PROGRAMS

EARLY DEVELOPMENT PROGRAM

You must complete our Early Development Program at the store within your first two weeks. The EDP will help guide you with basic operations and daily functions.

LUMBER CAMP

Attend Lumber Camp at Team Headquarters in Eighty Four, PA within six weeks of hire date. Lumber Camp will give you the opportunity to meet Manager Trainees from other parts of the country, as well as, a chance to meet Team Headquarters' associates. Lumber Camp will teach you about the essential elements of your new position such as, store operations, product knowledge, estimating and much more!



SELF STUDY PROGRAM

Complete your eight part module Self Study Program and take the Final Review within six months of your start date. The Self Study Program is loaded with product information, customer service advice, and procedures that will help you become a successful team player.

MANAGER/OUTSIDE SALES EARNINGS

(Typical Associates are promoted within 36+ months)
\$47,500.00 - \$100,000.00

There is no limit for Store Managers or Outside Sales earnings; the more profit you produce, the more you make! Our top ten Managers made an average of \$310,000. Our top ten Outside Sales representatives made an average of \$550,000. We want you to be successful with us ... and to do that you must understand your pay structure.



PAID TIME OFF BENEFITS

PAID HOLIDAYS

After the first of the month following 60 consecutive days of benefit-eligible employment you become eligible to receive Holiday Pay for the following six (6) Holidays: Thanksgiving, Christmas, New Year's, Memorial Day, July 4th, Labor Day.

VACATION POLICY

All eligible associates earn paid vacation (excluding Outside Sales Representatives) after the first of the month following 60 consecutive days of benefit-eligible employment. Vacation earned during the first partial year and the first full calendar year vary depending on which month employment began. The associate will earn up to 5 days paid vacation during the first partial year. The associate will then earn up to 10 days of paid vacation during the first full calendar year of employment. Vacation earned during the second full year through the tenth year of employment will earn 10 days of paid vacation the following year. Following the year in which the 11th service anniversary occurs, associate will be allowed 15 days of paid vacation per year.

SICK PAY

A maximum of five (5) Short Term Sick Pay Days per calendar year will be allowed.

- All new Eligible Associates hired before June 1st receive five (5) Short Term Sick Days (after the first of the month following 60 consecutive days of benefit-eligible employment) in the year they are hired.
- All new Eligible Associates hired on or after June 1st receive two and one-half (2.5) Short Term Sick Days (after the first of the month following 60 consecutive days of benefit-eligible employment) in the year they are hired.

PERSONAL DAYS

After the first of the month following 60 consecutive days of benefit-eligible employment you will receive five (5) personal days each year if hired before June 1st. If hired after June 1st, you will receive two and one-half (2.5) days and then 5 days the following year.

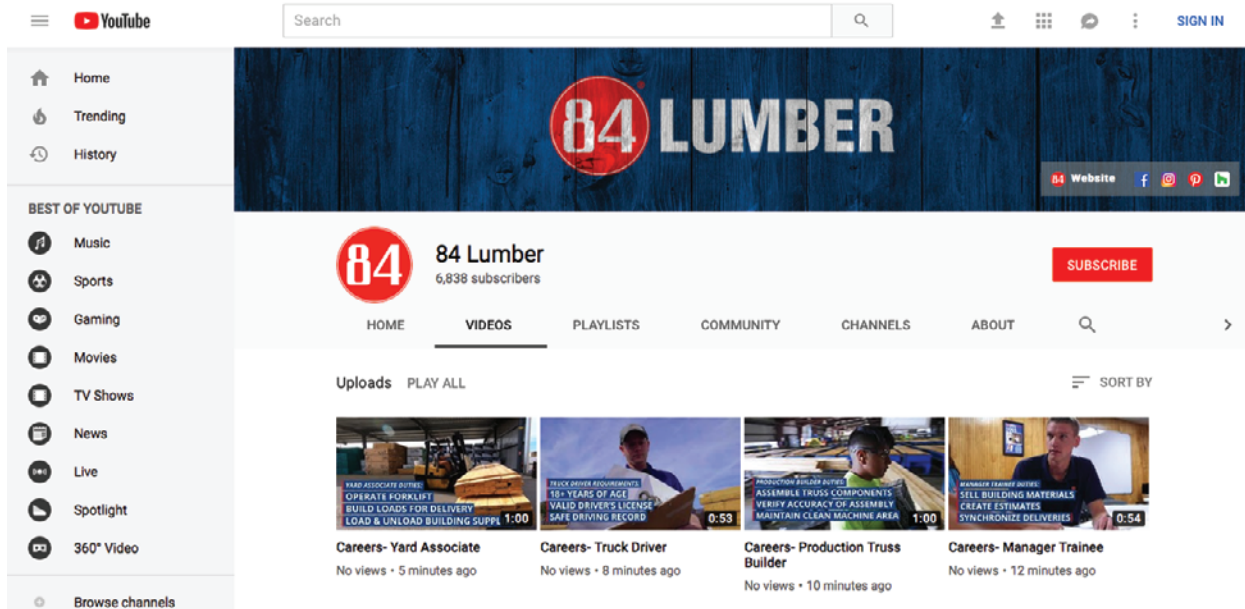
BENEFITS

At 84 Lumber, you become eligible for the following benefits the first of the month following 60 consecutive days of benefit-eligible employment:

- Medical/Prescription Insurance
- Dental/Orthodontic Insurance
- Vision Insurance
- Flex Spending Account
- \$25,000 Company-paid Life Insurance Policy available to all associates
- Life Insurance (Accidental, Death and Dismemberment)
- Short Term Disability Insurance
- Long Term Disability Insurance
- Employee Assistance Program
Work and balance program for all employees and families. Available to all associates
- 401(k) Savings Plan
(Immediate; can contribute up to 50% of earnings up to IRS rules. Company match is for employees employed on the last day of the calendar year, if applicable. Match is dependent on company profitability; Immediate 3% deferral after 30 days of employment; can opt out)
- Profit Sharing
(Contribution for employees who worked a minimum of 1000 hours throughout the year and are employed on the last day of current calendar year. Associate makes no contribution. Contribution is made only if company is profitable; minimum of 6% of eligible wages or 6% of net income for the company whichever is lower)



WHAT YOU NEED TO DO



Learn more about the careers we offer and the different day-to-day responsibilities of each. Videos available at the link below.

[YOUTUBE.COM/84LUMBERVIDEOS/VIDEOS](https://www.youtube.com/84LUMBERVIDEOS/VIDEOS)

IF YOU ARE SELECTED AS A CANDIDATE, your employment will depend on your taking and passing both a background screening (criminal) and a drug test. All offers of employment are “contingent” upon passing these two screenings.



To learn more about us,
visit 84lumber.com/careers
or scan!



ARE YOU



MATERIAL?

84LUMBER.COM/CAREERS

84 Lumber is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or characteristic protected by applicable federal, state, or local law.