



At Plasti-Fab Ltd., we have been providing customers with innovative expanded polystyrene (EPS), production solutions for commercial, residential, and geotechnical engineered applications throughout North America for **50+** Years!

We are currently seeking a **Sales Administrative Assistant** to join our team in Calgary, AB. In this position, you will work alongside and support sales representatives in their day-to-day operations. This includes preparing estimates for construction projects based on contract bids, quotations, schematic drawings, and specifications.

Key Elements of the Role:

1. Provide excellent customer service.
2. Provide assistance to Plasti-Fab sales representatives
3. Prepare customer quotes using Proprietary quoting system – Training provided
4. Prepare product layout drawings using Proprietary CAD based program – Training provided
5. Order entry processing & scheduling
6. Preparation and maintenance of job files
7. Monitor electronic plan rooms
8. Conduct field measuring and attend job site meetings
9. Apply for product specification alternates
10. Provide on-site support for building systems
11. Provide input into the development and updating of technical sales tools
12. Maintain supply of sales materials

Key Competencies, Experience & Abilities Required:

- Grade 12 and previous job experience required.
- Construction experience an asset.
- Post-Secondary an asset.
- Experience with AutoCAD experience an asset.
- Able to read blueprint drawings.
- Excellent verbal communications and customer relations skills.
- Attention to detail and well-organized.
- Proficiency with Microsoft Office.
- Experience with construction materials/products an asset

What We Offer:

- A competitive salary, Employee profit sharing plan and RRSP program
- Comprehensive benefit package including extended health, dental & vision.
- Education reimbursement program.
- A great team of dedicated professionals!

Please submit your cover letter, resume and salary expectations in confidence to:
humanresources@plastifab.com

We thank all applicants in advance; however, only those selected for an interview will be contacted.