JOB TITLE: SALES ASSISTANT
LOCATION: Calgary, Alberta
REPORTING TO: Roofing Sales Representative
CLOSING DATE: Until Filled
APPLY: Send resume to humanresources@plastifab.com

PRINCIPLE RESPONSIBILITY:

The Sales Assistant will provide a superior level of professional customer support while preparing estimates for construction projects based on contract bids, quotations, schematic drawings and specifications.

KEY RESPONSIBILITIES:

- Prepare customer quotes using Propriety quoting system
- Prepare product layout drawings using Proprietary CAD based program
- Prepare and maintain job files
- Apply for product specification alternates
- Monitor electronic plan rooms for job status
- Conduct field measuring and attend job site meetings
- Provide on-site support for building systems
- Coordinate and schedule delivery of orders
- Maintain supply of sales materials
- Provide input in the development and updating of technical sales tools
- Supports other business activities as required

SKILLS & KNOWLEDGE:

- A strong customer focus is essential
- Motivation and flexibility to succeed in a competitive environment.
- Excellent interpersonal communication
- Detail oriented with good organizational and time management skills
- Proficiency with Microsoft Office
- Understanding of plant scheduling and shipping logistics

EDUCATIONAL QUALIFICATIONS:

- Grade 12 Education
- Previous job experience working with construction materials and products
- Post-Secondary education in construction related field an asset
- Previous experience using Auto CAD

Plasti-Fab Ltd. believes that “safety is everyone’s responsibility.” Every employee is considered to be responsible, not just for their safety, but for the safety and health of all employees, visitors and contractors to a Plasti-Fab Ltd. site.