

CASCADIA SALES

MANUFACTURERS REPRESENTATIVE

Job Posting: **Quotations and Projects Inside Sales**

Date: July 20, 2021

Cascadia Sales is a growing electrical & lighting manufacturers representative currently seeking a **Quotations and Projects Inside Sales position** for our Port Coquitlam office.

Responsibilities

- Review technical drawings & specifications of electrical and lighting jobs.
- Handle incoming and outgoing customer telephone and written correspondence in a courteous, timely and professional manner.
- Coordinate with our internal specification rep to assist in obtaining specifier approvals.
- Use our CRM/Quotations software to prepare quotations to distributors.
- Diligent follow up of all opportunities and quotations.
- Preparation of approval drawings with distributors and processing revisions.
- Coordinating purchase orders and align expectations and timelines with our manufacturer partners and distributors.
- Communicate shipping & tracking information.
- Build and maintain excellent working relationships with our suppliers and distribution partners.
- Attend educational opportunities in both product knowledge and career skills training.

Skills and Qualifications

- Be willing to learn, adapt and have fun.
- Coordinate project closing detail with multiple projects and quotations concurrently.
- Lighting and electrical knowledge is required.
- Dependable, and a great attitude is a must.
- Diligent organizational and time management skills.
- Ability to work within a team environment.
- Excellent knowledge of Spreadsheet, Word Processing, PDF and Email applications.

Please send your resume to careers@cascadiasales.ca

We wish to thank all applicants, only those selected for interviews will be contacted. No phone calls please.