



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For over 39 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Administrative Assistant

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Provide support to the Branch Director with administrative and operational tasks
- Request and follow up on authorizations for return of materials (RMA), and issue credits if required
- Support the Internal Sales Team with various follow ups (backorders, special orders, reception of stock in Sage, etc.)
- Organize the annual BBQ and other events involving clients, providers and employees
- Coordinate Client Training; follow-ups with manufacturers, client invitations and registration, venue and hotel reservations, etc.
- Maintain an up-to-date calendar with employee vacation, leaves and unavailability
- Order supplies for the branch (coffee, office supplies, stationery, cleaning supplies, etc.)
- Follow up on 'pick-up' orders, create bills of lading and verify transportation documentation
- Run errands when necessary
- Answer inbound sales calls during overflow and peak periods
- Support branch personnel with clerical tasks
- Demonstrate curiosity towards the products and technologies in the workplace (HVAC/controls)

Requirements

- Post Secondary degree in Administration, Office Management or related field
- 7 to 10 years of experience in a similar position
- Experience with inventory management an asset
- Knowledge of an ERP (Sage, SAP or other) an asset
- Good knowledge of current office software (Word, Excel, Outlook, Teams, etc.)
- Bilingual

Competencies

- Sense of Responsibility
- Planning and Organizing Skills
- Attention to Detail
- Strong Team Player
- Initiative
- Adaptability
- Multitasking

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Paid Vacation during Holiday Season
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to Grow within the Company
- Personalized Training for all
- BBQ & Other Festivities

Permanent • Full Time • Based in Québec City

You're part of the solution! Please send your resume to: cv@Prokontrol.com

