



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 from our counter, 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 35 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Halifax and our location for combustion. We are looking to fill the following position in a new location in Ottawa opening in February 2023:

Inside Sales Representative

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

Main Responsibilities

- Advise customers in their choice of HVAC controllers
- Welcome customers and answer phones
- Assess customers' needs and develop proposals accordingly
- Inform customers on new, existing and substitution products to maximize sales
- Work with the External Sales Representative team on special projects
- Issue purchase orders, invoices, and order confirmations
- Ensure the follow-up on quotes
- Perform various reports and follow up: orders, backorders, delays
- Send new accounts request for new customers
- Answer to technical support request from customers
- Take care of the order preparations and delivery in the warehouse
- Participate in company training and Trade Shows, if required
- Keep up to date in learning about new products and technology

Requirements

- College Diploma in Building Systems, Automation, or a related field
- Minimum 5 years' experience in HVAC or technical sales
- Good knowledge of electricity
- Good knowledge of the current office software
- Bilingual

Competencies

- Good communication skills with customers
- Ability to propose solutions
- Learning Capacity
- Initiative
- Multi-tasking
- Planning and Organizing Skills
- Strong Team Player

We Offer

- Competitive Salary
- Full Benefits Plan
- Parking, Kitchen, and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training to all
- BBQ & Other Festivities

Permanent • Full Time • Based in Ottawa

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

1155 Lola Street, Unit 6-1155, Ottawa (Qc),
Posting date: December 22nd, 2022

