



CAREER OPPORTUNITY

Technical Inside Sales Representative

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 of products from our counter, we are offering 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, and Halifax in addition to our location for combustion.

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
- Help warehouse clerk for order preparations and delivery when required
- Participate in company training and Trade Shows, if required
- Keep up to date in learning about new products and technology

Requirements

- 2 to 5 years' experience in customer service
- Diploma in electricity, building mechanical, automation or related field
- Experience working in distribution, an asset
- Bilingual (French required)

Competencies

- Desire to communicate with customers
- Ability to propose solutions
- Learning Capacity
- Initiative
- Multitasking
- 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
- Stable Schedule Inside our Offices
- Technical Challenges and numerous products to explore!

Permanent • Full Time • Based in Québec City

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