



Estimator/Sales Representative

If you are looking for a new challenge in a well-established, fun and exciting company, then we are interested in meeting you. We have a great understanding and strong relationships within the industry we serve. We offer a culture and environment that rewards excellence and hard work. We are an established Ontario based firm that has multiple Ontario offices. This role is based at our Ottawa head office location.

What do we do? We provide commercial and institutional properties (retail, new construction builds and retrofits) with integration of door entrance automation. Throughout the entire province of Ontario, we directly service hundreds of locations. Our primary focus is product supply, service, repair and installation for automatic doors and barrier free applications.

Our Material and Deliverables Include:

- Automatic door operators and accessories
- Automatic sliding doors
- Electronic door hardware
- Service and repair throughout Ontario
- Service and maintenance agreements
- Doors, frames and their hardware components

Customers:

- General contractors
- Door, frame and hardware suppliers
- Commercial business end-users
- Institutions (schools, hospitals, etc.)
- Property management companies
- Government (Federal, Provincial and Municipal)

Position Summary and Responsibilities: Under the supervision of the Director of Sales, the Estimator/Sales Representative will be responsible for finding and preparing cost estimates by analyzing proposals for labour and materials. Daily department, customer and contractor communication and data input with a large focus on quality control measures will also be an inherent part of your role. Active account management, growth of existing clients and new client development will be key to your success.

Estimator Responsibilities:

- Prepares work to be estimated by gathering proposals, blueprints, specifications and related documents.
- Identifies labour, material and time requirements by studying proposals, blueprints, specifications and related documents.
- Computes costs by analyzing labour, material and time requirements.
- Presents prepared estimate by assembling and displaying numerical and descriptive information to management.
- Shares the maintenance of the cost database.
- Contributes to the team effort by accomplishing related results as needed.
- Tender and bidding document take-offs



Sales Responsibilities

- Working with businesses and contractors to recommend our products and services utilizing effective sales skills.
- Find and develop new customers to grow territory sales.
- Assessing clients' needs and presenting suitable products and/or services.
- Utilizing internal product information and resources to grow new and existing accounts.
- Build positive long-term relationships with customers by providing an excellent customer experience.
- Work with the team to monitor and analyze data and market conditions to identify competitive advantage(s).
- Maintain accurate records and documentation for reporting and feedback.
- Continuous learning and professional development to stay up to date with the industry.

The ideal candidate will have the following qualifications, experience and soft skills:

- Post-secondary education in a related field or relevant and comparable training and experience.
- Minimum 3 years' experience in a similar role.
- Demonstrated previous success in a B2B sales/account management role.
- Thorough understand of the sales process.
- Tender sourcing experience.
- Proficiency in the Microsoft Office 365 (Word, Excel, Outlook and Teams).
- Demonstrated commitment to high standards of excellence, a willingness to go the extra mile and strong attention to detail.
- Demonstrated ability to establish rapport, build and maintain relationships.
- Exceptional communication and customer service skills with a strong focus on client retention.
- Excellent workflow and task management skills and the ability to manage multiple work tasks simultaneously.
- Strong organizational skills with a proven ability to prioritize and work independently.
- Demonstrated ability to handle stressful situations calmly and professionally.
- Highly self-motivated.
- Bilingualism in French and English would be considered an asset.
- Project coordination and/or management experience would be considered an asset.

Work Hours: Monday to Friday 7:30 – 4:30 (flexible, 42.5-hour workweek)

Office Location: 2405 St. Laurent Blvd., Ottawa, ON

CFS Canada offers an extensive competitive benefits package to all employees upon completion of six months continuous employment (drug, dental, health, vision, chiro/massage and a health care spending account). Immediate access to a Group RRSP program for financial planning/savings is offered and the option for employer contributions to the plan is accessible after two years of employment.

We are an equal opportunity employer! We are a progressive company and embrace diversity! CFS Canada is a fully accessible facility. We welcome all applicants. If you require accommodations, please notify us. Accommodations are available on request for candidates taking part in the interview or selection process to guarantee fairness and equality for all candidates.

[For more information, visit https://www.cfscanada.ca](https://www.cfscanada.ca)

To apply for this opportunity, please send your resume to bonnie.sullivan@sullivansearch.com