

HVAC Sales Estimator - Air Dist. Division

Full-time Regular
Ottawa, ON, CA

E.H. Price, a division of **Price Industries Limited**, North America's leading manufacturer and distributor of air distribution products (www.priceindustries.com) is a dynamic, progressive and innovative organization looking for new talent in our growing Calgary office. If you thrive on new challenges, pushing yourself to new heights and working in a team-driven environment, you should consider the following opportunity.

What We Offer:

Health and Dental - Employees and their families enjoy flexible benefits options covering an extensive list of medical and dental expenses and services.

Life and Disability - You will be provided with life insurance in a multiple of your salary with an option to purchase additional coverage.

Employee and Family Assistance Program (EFAP) - You and your family will have free access to consultation and support for your mental, emotional and financial well-being.

Pension Matching Program - Invest in your future with each pay cheque through our Defined Contribution Pension Plan and we will match your contribution (up to 3% of your salary).

EQ Care® - You and your family will have free access to speak with a doctor by phone or app from wherever you are.

Pocketpills – You and your family will have free access to Canada's first Digital Pharmacy, PocketPills enables you to call, text or email the pharmacy care team from wherever you are. You will enjoy free delivery of your prescriptions and vitamins straight to your home.

Gym Subsidy Program- Employees are eligible for a gym membership reimbursement of up to \$240 per year, this includes Fitness related App's.

HVAC Sales Estimator – Air Distribution Division

The position of the HVAC Sales Estimator – Air Distribution Division offers dynamic challenges within our Ottawa team. We are looking for an individual who is technically inclined and is interested in learning and growing to develop their skills to meet industry needs.

The successful candidate's responsibilities will include:

Creating 'Material Take Off' items from mechanical and architectural drawings.

Reading, understanding and confirming job specifications and requirements with Customers.

Cross-referencing products from other manufacturers.

Preparing job bids in a timely manner using Price and other suppliers' software.

Scheduling, prioritizing, and managing bid requests from assigned customers with Inside Sales Estimators.

Sending out and delivering quotations by phone, email and in person to our customers.

Following-up on bids, pursuing and securing orders for Price and partnered suppliers.
Promoting all Price and other represented suppliers' products.

Receiving and responding to phone calls and pricing requests from customers in a timely manner.

Preparing and verifying submittals drawings based on current drawings and specifications.

Confirming products, sizes and quantities required for completion of project based on current documents, Site Instructions and Construction drawings.

Meeting with customers at the warehouse counter and assist if necessary.

Organizing job files, contract and warehouse orders, and all necessary documentation for assigned customer.

Resolving all account conflicts and project issues in a timely manner.

Participating in job site visits where necessary.

The ideal candidate for this position will have:

A Community College Technical Diploma or equivalent number of years of experience in a similar business environment (equivalent to a minimum of 2 years of inside sales estimating experience).

Must be proficient with the use of computers, including Microsoft Office Suite (Word, Excel, and PowerPoint) and internet usage.

Excellent written and communication skills.

The ability to deal with people sensitively, tactfully, diplomatically and professionally at all times.

Excellent internal and external customer service skills.

Excellent organizational, time-management and prioritizing skills.

The ability to maintain a clean and safe driving record and continuously hold a valid drivers license.

Be willing to travel and attend product training at various factories.

Have the appropriate number of COVID-19 vaccinations.

Should this excellent opportunity interest you, please submit your resume, including salary expectations.

Price Industries Limited hires on the basis of merit and is strongly committed to equity and diversity. We welcome applications from all qualified candidates, including all genders, Indigenous peoples, persons with disabilities, members of visible minorities, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. We are happy to provide reasonable accommodations throughout the selection process and while working at Price. If you require support applying online because you are a person with a disability, please contact us at HR@priceindustries.com.

We appreciate the interest shown by all applicants, however only those being considered for an interview will be contacted.