

Project Coordinator/Inside Sales [Special Projects]

Our client is a leader in their industry in Eastern Canada. Great opportunity for a local East Coast candidate or to move to the East Coast.

Role Purpose

The position that you fill with The Company is multi-functional. The main function will be inside sales and project management support for Special Projects including those associated with the Marine Asset Protection and Environmental Products sectors.

You will be a self-directed individual possessing excellent time management, organizational and problem-solving skills. You will be able to demonstrate excellent interpersonal acumen through communications with clients and suppliers resulting in strengthened relationships and increased sales for the company.

Duties and Responsibilities

The list of responsibilities involved with this position includes but is not limited to:

- Establish and build long lasting relationships and rapport with Clients and Suppliers.
- Respond to customer inquiries in a timely fashion.
- Identify customer requirements and provide solutions as required.
- Prepare day to day quotations as well as responses to larger Government solicitations.
- Manage projects which require technical support and input.
- Provide technical support as required to the sales team.
- Travel is required throughout Canada and Internationally.
- Participation in on the job and remote training.
- Contribute to a positive working environment.
- Other related tasks as required by management.
- Must wear protective safety equipment as required on the job.

Strategic Business Alignment

Your role contributes to our clients Strategic Business Pillars in the following manner:

- Safety & Quality
- People & Culture
- Operational Excellence
- Robust Growth
- Financial Strength

Our Team Values

Our People are **Engaged** in the business, work with a team spirit, **have a voice, act with integrity**, are **solution and growth minded** and **value** each other.

Core Competencies

- Demonstrates excellent time management and organizational skills.
- Demonstrates excellent communication skills and ability to build rapport with peers, clients, and suppliers.
- High level of experience and comfort with technical and engineered products.
- Thrives on providing exemplary customer service.

Qualifications

- Completion of high school diploma
- Completion of post-secondary education or experience in one or more of the following disciplines:
 - Mechanical Engineering Technology.
 - Civil Engineering Technology.
 - Marine Engineering Technology.
 - Fluid Dynamics including Pumps and Hydraulics.
- Thorough understanding and experience with Microsoft's suite of products including Outlook, Word, PowerPoint, Excel, Project & SharePoint.
- Maintain valid driver's license.
- Maintain a clean criminal record (no criminal charges that have not been pardoned).

Working Conditions

- Office environment. Long hours at a desk and in front of a computer.
- Travel required. Driving and/or air travel as required throughout Canada and internationally.

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To apply please forward your resumé to: eds@hireresults.ca

Due to the high volume of responses only qualified applicants will be contacted.