



## **Project Quotation Specialist**

**Adanac Sales** is an Independent Electrical Manufactures Representative covering the British Columbia Market.

Due to expansion, we are currently seeking to fill an open Project Quotation Specialist position for our office in Port Coquitlam. If you're looking for a fast paced, exciting and rewarding opportunity, we would be interested in meeting with you.

### **Job Description:**

The Project Quotation Specialist position is responsible for generating accurate quotations, bid proposals and design recommendations for commercial projects in BC.

Some of the daily activities would include utilizing various software platforms to assist in creating lighting control designs from electrical drawings, cable tray take-offs, in-floor power and raceway quotations in addition to commercial Heat Trace systems for freeze protection and snow-melt. Daily interaction with our distributor partners, contractors and our direct sales team in a supportive and collaborative way is key to the success of this position.

### **The successful candidate should possess the following skills.**

- Intermediate computer skills (MS Office) with the ability to learn new software
- Basic mathematical skills
- English language proficiency
- Ability to read electrical drawings
- Ability to work under time-sensitive project deadlines. (Effective time management skills)
- Be well organized
- Ability to maintain focus while working in an environment of frequent interruptions
- A positive and friendly phone manner

Adanac Sales takes pride in attracting and retaining the best people in the electrical industry. To do so we focus on employee development thru interactive product and skills training, a commitment to high ethical standards along with promoting an organizational culture of teamwork within a respectful work environment. We offer a competitive compensation package as well as comprehensive extended health & dental plan in addition to ongoing training opportunities. Salary range for this position is \$60,000 - \$85,000 per year.

If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate and an energetic individual we would like to hear from you! Adanac provides a challenging work environment with growth opportunities. Interested applicants should forward your resume to [admin@adanacsales.com](mailto:admin@adanacsales.com) We thank all interested applicants however please note that only those chosen for an interview will be contacted.