



More than a supplier... A solution!

Career Opportunity

Permanent • full-time • based in Dartmouth

PRO KONTROL is the largest wholesaler in electrical, electronics and pneumatic controls for commercial systems in Canada. Our main service is selling products and **customized solutions** to **HVAC** control problems. PRO KONTROL's goal is to always give you first-class quality service. PRO KONTROL has been showing consistent growth for 30 years. We are currently looking for dynamic candidates to fill the following position:

Technical Inside Sales (HVAC/Control)

The Technical Inside Sales Representative must advise customers in their choice of HVAC controllers, process orders and make follow-up. Everything must be done by providing fast and precise customer service and by looking continually for opportunities to offer added value for walk-in customers and for customers over the phone or dealing with other media. If you are interested in this position, please send your resume to resume@prokontrol.com

Main tasks and responsibilities:

- Welcome customers and answer phones
- Assess customers' needs and conduct searches according to needs
- Develop proposals according to customers' needs and forward to customers
- Inform customers on new, existing and substitution products to maximize sales
- Provide technical support
- Ensure that displays are always well replenished, clean and that rotation is done regularly
- Issue purchase orders, invoices and order confirmations
- Perform various reports and follow up: proposal, orders, promotions, new products
- Send new accounts request for new customers
- Open and close Branch (computers, maintenance, stock disposal, locks)
- Help warehouse clerk for order preparations and delivery when required
- Participate in company training, conventions and Trade Shows, if required

Requirements

- College diploma in building systems, Mechanical, Electronics or a related field
- 0 to 2 years of experience in HVAC/Control field
- Good knowledge of the current office software + standard operating systems (Windows, Word, Excel, etc.)

Competencies

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| <ul style="list-style-type: none"> ▪ Strong team player ▪ Sense of responsibility ▪ Judgement ▪ Initiative | <ul style="list-style-type: none"> ▪ Organizational skills ▪ Be motivated and punctual ▪ Demonstrate desire and learning ability ▪ Good communication skills |
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We are committed to keep a large selection of diversified products and accessories in inventory and to build a business relationship based on confidence and the achievement of common goals.

You're part of the solution! We invite interested candidates to apply by submitting their resume to: resume@prokontrol.com

*Pro Kontrol offers all its employees **personalized training** and a **pleasant working environment**. Loyalty, integrity and respect are part of the company's values. We pay for **tuition fees, training materials, conferences and seminars participation fees**. We offer a **competitive salary range** and a **full insurance plan**. **Parking is available** along with **complimentary hot beverages**.*



YOU'RE PART OF THE SOLUTION!

Laval Longueuil Québec Markham Dartmouth