



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For 40 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Technical Inside Sales Representative

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Welcome clients to the branch or over the phone in a professional manner
- Offer expert advice to clients in their choices of components and HVAC control system regulators
- Assess customers' needs and develop proposals accordingly
- Inform customers on new, existing and complementary products
- Perform technical research in order to offer the best solution to the customer
- Responsible for the opening and closing of the branch
- Issue purchase orders, invoices, and order confirmations
- Ensure follow-ups on quotes
- Send requests for the opening of new accounts
- Extract various reports and follow up on delayed orders
- Work with the External Sales Representatives Team on special projects
- Help with order preparations and delivery, when required
- Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

Requirements

- Studies in the HVAC/R Sector or a related field
- Good knowledge of electricity
- Minimum of 3 years experience in customer service
- Experience working for a distributor – An asset
- Bilingual (English/French) – An asset
- Good knowledge of the current office software (Outlook, Excel, etc.)

Competencies

- Customer Service
- Learning Capacity
- Initiative
- Planning and Organizing Skills
- Critical Judgment
- Strong Team Player

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training for all
- BBQ & Other Festivities
- Technical Challenges and numerous products to explore!

Permanent • Full Time • Based in Markham

You're part of the solution! Please send your resume to: cv@Prokontrol.com