

Remote position- head office in Pointe-Claire, QC

Project Specialist

Reporting to the Manager, Projects, the incumbent is responsible for completing customer quote requests accurately and in a timely manner, recording and archiving them in accordance with the procedure in place. He/she will provide reference documents to support accuracy of quotes and work closely with sales staff to ensure accuracy of information.

Summary of Responsibilities

Quotes

- Prepares bids and follows up with the sales force, quickly and efficiently;
- Answers customer phone calls, resolves or offers alternatives on issues related to project submission;
- Ensures the follow-up concerning the drawings of workshops and makes the necessary adjustment of the schedules;
- Analyzes and interprets plans, specifications and calls for tenders;
- Works closely with territory managers and development specialists to ensure that requirements meet project requirements;
- Ensures that project deliverables meet company quality standards and contractual requirements;
- Encourages, develops and maintains good relationships with our customer partners in order to ensure satisfaction, loyalty and foster commercial links;
- Responds to price requests and provides documentation or technical information when required;
- Orders goods directly from our suppliers when required;
- Negotiates prices when necessary, according to certain pre-established scales;

Specifications

- Analyzes and interprets floor plans, specifications and calls for tenders;
- Assimilates and uses ASAP to support submissions and initiatives with Business Development Specialists;
- Provided monthly reports to the Department Manager on the status of bids and communicates ongoing issues as required
- Continuously communicates with Business Development Specialists to obtain all relevant information
- Maintains up-to-date product knowledge to make acceptable alternative product recommendations; the final decision and acceptance of the substitution of products belonging to the Business Development Specialist or the Head of Department, Projects.

Administration

- Complete and valid and administrative information of work orders, including technical and commercial information;
- Enters sales orders into the system;
- Ensures that ISO standards related to the documentation of all relevant transactions and communications are applied and maintained

Education and experience

- The incumbent must have a college certificate in electricity and have a minimum of three (3) years of relevant experience.

Knowledge, skills and abilities

- Knowledge of CAD/ASAP, Excel, Word, Microsoft Outlook, Oracle and Passport software (Leviton Canada's server center).
- He/she must have the ability to read and understand drawings and technical specifications.
- Bilingual in French and English, have good judgment and be able to set priorities.

What we offer

- Work-life balance
- A stimulating and friendly work environment
- Comprehensive Group Insurance Program & Group RRSP
- Recognition Programs
- Skills Development Program

The future looks brighter than ever. Join our team now! recrutementcanada@leviton.com

