

SALES & ESTIMATING COORDINATOR
HVAC & FIRE PROTECTION SYSTEMS
VAUGHAN, ON | FULL TIME

Assess. Develop. Explore. Analyze. Formulate. Deliver.

DuraSystems (www.durasystems.com) is a North American-based manufacturer specializing in supplying fire-rated systems and assemblies to the industrial, commercial and institutional market sectors.

Relying on over a half century of proven performance and utilizing the engineered properties of DuraSteel fire resistant sheet, DuraSystems provides passive fire protection solutions for telecommunication and electrical power utilities, petrochemical, mining and resource industries, transportation industry and off-shore oil and gas platforms.

As a customer-centric organization, DuraSystems has achieved tremendous success and continues to experience growth. As a result, we are partnering with the organization in search of a highly motivated Sales and Estimating Coordinator to join their team.

The Role Overview:

The Sales and Estimating Coordinator is responsible for estimating costs for materials used in the process of developing HVAC and fire protection systems.

The Key Focus:

- Prepare quotations
- Product take-offs and pricing
- Attend and manage trade shows
- Manage the Dodge Analytics site
- Direct contractor sales in new markets
- Learn and understand building codes and standards
- Prepare orders and manage as required

Skillset & Qualifications:

- A degree or diploma in Engineering, HVAC, or a related field
- Ability to effectively use MS Office suite
- Strong time management and multitasking ability
- Excellent oral and written English communications skills
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization
- General knowledge of HVAC

Please contact Krista at krista@podgroup.ca for more information - we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.