



Allmar Inc., is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service.

We are seeking a full-time **Contract Sales Consultant** to join our **Thunder Bay** Branch. This position is responsible for developing and maintaining a credit-worthy customer base, achieving the best margins possible, following company buying guidelines and ensuring all contracts have acceptable credit terms.

JOB RESPONSIBILITIES

Duties include but are not limited to...

- Assess the client's needs and recommend the appropriate products and services
- Maintain bid log of quoted work
- Negotiate contract price and land project, review contracts for accuracy
- Oversee estimating for the project; request vendor quotes and accurately price all sections of a project
- Oversee detailing of materials for project; ensure accurate submittal package and production worksheet are produced
- Oversee accurate ordering/sourcing/itemizing of materials for project in a timely manner, be aware of general contractor's schedule and achieve lowest cost freight
- Oversee on-time scheduling/shipping/install of materials for project; outsource outbound freight and install as required
- Oversee prompt billing to ensure accuracy with contract and change order issues; assist in collections by communicating with general contractors and resolving issues
- Possesses an extensive knowledge of products, including but not limited to hollow metal, hardware, wood doors, and other products in order to suggest alternate products for projects
- Manage the sales contract for maximum profit by value-add selling of product alternates, processing changer orders, rectifying deficiencies promptly, etc.
- Provide exceptional customer service; build relationships with industry members
- Communicate with general contractors and respond to changes on the project in a timely manner by issuing change orders promptly and performing regular site visits
- Ensure that disputes with contractors are resolved promptly through inspection, discussion and decision making
- Proficient in knowledge and use of computer programs in order to set up new contracts, create sales order/purchase orders and change orders, including but not limited to Microsoft Dynamics Navision
- Proficient in knowledge and use of computer programs to create shop drawings, including but not limited to AVAware and AutoCAD
- May include project coordination and purchasing as required
- May include detailing and estimating as required

KNOWLEDGE, SKILLS AND ABILITIES

- Hardware product knowledge and experience required
- Knowledge of building code requirements pertaining to life safety, security and electronics
- Ability to interpret architectural drawings
- Cost and project management
- Strong negotiation skills

- Sound understanding of the hardware, door and building construction industry
- Flexible and self-motivated
- Excellent communication skills, both written and verbal
- Goal and results oriented
- High level of commitment and accountability to get the job done
- Excellent organization skills
- Strong mathematical aptitude

EDUCATION AND EXPERIENCE REQUIRED

- Extensive company training provided
- Project Management or Architectural Engineering certificate or 2-3 years' related experience
- DHI Certification (will train)
- Proficient computer skills in MS Office (Excel, Word, Outlook) and AutoCAD

GENERAL ORGANIZATIONAL REQUIREMENTS

- Always treat customers and co-workers with dignity and respect
- Willing to work overtime as required.
- Willing to perform other jobs as required by organizational demands.
- Must be able to work effectively in a team-based collaborative environment.
- Ability to work under minimal supervision.
- Strong attention to detail.
- Work safely and responsibly to ensure a healthy and safe work environment.
- Presenting and performing to the highest quality standards.
- Must maintain confidentiality of all written and oral communication as applicable.
- Always represent the Company with integrity in an ethical and legal manner.

ALLMAR OFFERS

- A fun team environment with dedication to superior customer service
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision and a matching RRSP program
- Educational Assistance Program to financially assist with career development possibilities

Please feel free to visit us at www.allmar.com

We thank all interested applications, however, only those under consideration will be contacted.