



CONTRACT SALES CONSULTANT

Allmar Inc. - Edmonton Branch

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 **two (2)** experienced full-time **Contract Sales Consultants** to join our **Edmonton** Branch. This position is responsible for the following:

- Develop and maintain a credit-worthy customer base of at least \$1,000,000 per year volume level or sales targets as directed by your branch manager
- Achieve best margins possible and not less than company policy or as authorized by your branch manager
- Follow company buying guidelines
- Ensure all contracts have acceptable terms and are sent to H.O. for approval
- Resolve customer disputes on projects promptly & tactfully through inspection, discussion
- Maintain a calm, tactful and direct manner in conflict resolution situations

RESPONSIBILITIES INCLUDE:

- Assess 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
- Coordinate and run regular project meetings with support staff as required
- Oversee estimating for the project; request vendor quotes and accurately price all sections of a project
- Oversee detailing of materials for project; ensure the correct product is in the system (Avaaware) to ensure accurate shop drawings 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 and ensure accuracy with contract and change orders issued; assist in collections by communicating
- Manage the sales contract for maximum profit by value-add selling of product alternates, processing change orders, rectifying deficiencies promptly, etc.
- Provide exceptional customer service; build relationships with industry members

- Working with the general contractor, troubleshoot technical problems related to product, issue change orders promptly, and do regular site visits
- Communicate with general contractor and respond to changes on the project in a timely manner by issuing change orders promptly
- 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 orders/purchase orders and change orders, including but not limited to Navision
- Proficient in knowledge and use of computer programs in order to create shop drawings, including but not limited to Avaware and AutoCAD
- May include project coordination, purchasing, detailing and estimating as required

REQUIREMENTS/QUALIFICATIONS:

- 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
- 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 and strong negotiation skills
- Sound understanding of the hardware, door and building construction industry
- Flexible and self-motivated, goal and result oriented
- Excellent communication skills, both written and verbal
- High level of commitment and accountability to get the job done
- Ability to work independently as well in team environment
- Excellent organizational skills
- Strong mathematical aptitude and attention to detail and accuracy

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
- Willing to travel as required
- 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 a dedication to superior customer service
- Comprehensive flexible benefit package to meet your needs including- Health, Dental, Vision, and RRSP programs
- Training opportunities and Educational Assistance Program to financially assist with career development possibilities

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

Please submit resume to HR@Allmar.com and please reference **EDMONTON CONTRACT SALES** the subject line.

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