

Inside Sales Estimator/Warranty Administrator

Collicutt Energy Services Corp, recognized experts in engine rebuilds and servicing and a leader in the natural gas and diesel power generation industry, is currently seeking an Inside Sales Estimator/Warranty Administrator for our Red Deer Head Office supporting both Canada and US operations, to join our growing team. We are looking for a professional who is ready for the opportunity to grow with the company and challenge themselves.

We offer: Competitive Wages, Solid Group Benefits, RRSP Matching, Referral Bonuses and Course Reimbursements!

The successful candidate will be responsible for:

- Preparing cost estimates by analyzing project specifications and drawings and other requirements
- Responsible and accountable for the accurate, detailed, timely preparation of estimates
- Coordinating with technical staff or vendors/partners to develop accurate, complete and timely preparation of estimates and responsibilities
- Timely responses to inquiries and questions related to project status/specifics and provide regular status update reports as needed
- Analyzing work scope to prepare time, cost, material and labor estimates
- Checking scope of work for completeness, coordinating bidding and review prices
- Identifying 3rd party contractors, internal and external supplier requirements to develop procurement plan
- Efficiently review and process warranty claims
- Documenting and tracking claims through completion
- Ensuring claim legitimacy and adherence to warranty agreements and company policy
- Tool crib management, ensuring tools are accounted for and in good working order and scheduling repairs as necessary
- All other duties as required

The position requires:

- Experience preparing estimates and producing detailed proposals in support of our negotiated value added business beyond bid and spec
- Experience with warranty management would be an asset
- The ability to read specifications, schematics, P&IDs. Isometric and Mechanical equipment drawings and other related details that describe the scope of supply
- Strong organizational capabilities to ensure successful delivery and implementation of quotes and estimates
- Ability to read, write and communicate in a professional manner
- Strong aptitude for details
- Self-motivated and able to work independently and multi-task concurrently
- Excellent customer service and interpersonal skills, maintain effective working relationships with internal and external stakeholders
- Able to work efficiently as a part of a team and lead by examples, as well as autonomously
- Clean and valid driver's license and ability to travel
- Ability to pass pre-employment medical/physical testing as well as provide a clean criminal record check

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume, salary expectation and availability date to HR@collicutt.com.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way

