

## **Inside Sales Representative**

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 Representative to join our growing team. This position will be located in our Red Deer Head Office and supporting our US operations. 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!***

### **Primary Job Functions:**

- Prepare cost estimates by analyzing project specifications and drawings and other requirements
- Responsible and accountable for the accurate, detailed, timely preparation of estimates
- Coordinate 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
- Analyze 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
- Sourcing parts for jobs as needed
- All other duties as required

### **Required Competencies:**

- Experience preparing estimates and producing detailed proposals in support of our negotiated value added business beyond bid and spec
- Strong organizational capabilities to ensure successful delivery and implementation of quotes and estimates
- Ability to read, write and communicate in a professional manner
- Excellent customer service and interpersonal skills, maintain effective working relationships with internal and external stakeholders
- Experience sourcing parts would be an asset
- The ability to read specifications, schematics, P&IDs would be an asset
- Strong aptitude for details
- Self-motivated and able to work independently and multi-task concurrently
- 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](mailto: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

