

## CAREER OPPORTUNITY

### POSITION Sales Representative – Service

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#### **People: Our Strength, Our Future**

A career at Black & McDonald will grant you the opportunity to contribute to our culture of continuous improvement, help reinforce our values and shape our contribution to community, and drive our continued success. Our vision is to be the best company to work for; the best company for safety, quality and value; the best company for customer service; and the best company for technical expertise.

#### **Position Summary**

Black & McDonald Limited is actively seeking to hire a Sales Representative to be located in Markham, Ontario. This position is responsible for securing HVAC service, maintenance and contract agreements and using technical, organizational and service knowledge to assist customers in developing the best possible solution, while also generating revenue for the region. In addition, this position provides input and participates in the marketing, planning and technical development of products and services.

#### **Responsibilities:**

- Work with existing clients, building long term relationships and future sales
- Utilize proven sales methods to identify and solicit potential clients for future Service work
- Work with Lead Generator to follow-up on prospective clients
- Meet with and develop impressionable relationships with clients to successfully understand their needs and specific requirements
- Assess client needs and resources and recommend the appropriate solution
- Develop and maintain communications in a cooperative and professional manner with all levels of staff and customers
- Work with Project Representative and provide input into design where HVAC related services must be tailored to suit clients' needs
- Develop reports and proposals as part of sales presentation to clients
- Prepare and administer sales contracts
- Consult with clients after sale to resolve problems and provide ongoing support
- Continue personal professional development
- Participate in department planning meetings as necessary

#### **Competency Requirements**

- Change orientation (open to change and the ability to identify where it is needed and how to make it happen)
- Communicates effectively
- Continuous learning (ongoing effort to learn and contribute to the learnings of others)
- Customer focus (understand the needs and perspectives of both internal and external customers)
- Holds self and others accountable (take personal responsibility to meet commitments)
- Problem solving and innovation (ability to approach problems logically and seek innovative solutions)
- Teamwork and collaboration (work cooperatively and collaboratively with others)
- Values and respects others (encourages and supports diversity)

#### **Education & Skill Requirements**

- A university degree or college diploma in business commerce or related sales/marketing discipline
- 5 years of experience in sales, and/or in a technical occupation related to the HVAC services and equipment
- Excellent organizational and time-management skills
- Excellent customer service skills
- Excellent communication skills both verbal and written
- Availability to travel from time to time as required
- Competency in basic computer skills, including Microsoft Office applications

Please apply online at <https://erecruiting.blackandmcdonald.com:443/Pages/20171020524.aspx>. If this is an internal candidate, please advise your supervisor prior to applying.

For a complete listing of all available Black & McDonald career opportunities visit <http://www.blackandmcdonald.com/>.