

Position Description

Position: Sales Assistant
Employment Type: Full-Time

Located in Utopia Ontario, DECAST Ltd. is the leader in the Canadian infrastructure market including water transmission, bridges and engineered precast products.

Reporting to the Sales Coordinator, our ideal candidate is a deadline driven professional who recognizes the importance of paying attention to detail. You are a critical thinker who has a willingness to learn and an ability to develop relationships with both our external clients and internal stakeholders. You are exceptionally well organized and possess a working knowledge of construction terminology and processes. If this sounds like a career that you're interested in, we would like to meet you.

Responsibilities

- Support the sales process beginning with the pre-tender phase throughout the post-tender discussions.
- Identify potential projects by researching tender requests through a variety of platforms e.g. municipal, tender and client sites.
- Process client requests e.g. quotes, preparation of bid packages etc.
- Compile and coordinate all project documentation including photos, tender packages, specifications, schedules and other materials during tender development.
- Administer coordination between the project team (engineers, consultants and clients).
- Generate accurate sales progress reports on a daily, weekly and monthly basis.
- Maintain internal data management systems.

Education & Experience

- College diploma in Business Administration or Project Management.
- Ability to read and interpret drawings and technical specifications.
- Previous experience coordinating construction projects.
- Ability to use and have clear understanding of Microsoft Office, specifically Word, Excel and Access.

Working at DECAST Ltd.

Qualified candidates may forward their resumes for consideration to careers@decastltd.com. We offer above average compensation with a comprehensive benefits plan and an excellent work environment. We are committed to providing accommodations for applicants who require them. Accommodation arrangements will be made when scheduling the interview. For more information about us please visit our website at www.decastltd.com