

Fire Truck Technical Proposal Coordinator

Calgary, AB

Commercial Truck Equipment Co. , Canada's largest supplier of commercial truck equipment, is looking for a reliable, self-motivated individual with a professional attitude to fill a full-time position with our Emergency Equipment division in our Calgary, AB branch.

The ideal candidate should have a proven track record of employment, sales experience, a desire to work to a high quality, an understanding of customer service and satisfaction, and be self-motivated. Training and product familiarization will be provided to the successful candidate

Typical duties include but are not limited to:

- Estimating
- Bid & tender response submission
- Outside sales support
- Project management
- Project financial summary
- Some travel may be required

Qualifications:

- Previous sales and/or project management experience
- Previous experience with bid & tender response submissions considered an asset
- TECHNICAL TRUCK KNOWLEDGE IS A MUST
- Experience with fire apparatus or emergency services is preferred
- Proficiency with computers. Advanced knowledge of Excel is a must
- Technical, engineering, business, or finance degree or diploma is preferred

Skills and Attributes:

- Strong work ethic and willingness to learn
- Passionate and energetic
- Well organized; able to organize & prioritize work and meet deadlines
- Able to accomplish multiple tasks simultaneously with speed and accuracy
- Excellent oral and written communication skills
- Able to communicate effectively with others in a team environment
- Independent; able to work under minimal supervision
- Able to exercise professional judgement and decision making
- Thrive in a fast-paced team environment
- Willing and able to work outside normal hours as required

We offer competitive compensation, a comprehensive benefit package including health and dental coverage, as well as exceptional career growth potential. Please feel free to contact Colleen Parent should you wish to discuss the vacancy, in confidence, prior to making an application.

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