

# JOB DESCRIPTION

<b>Position:</b>	<b>Commercial Project Quotations</b>
<b>Date:</b>	2021
<b>Reports to:</b>	Quotations Supervisor
<b>Overview:</b>	Working in the fast paced, high demand department of Quotations, the Commercial Projects Quotations role is responsible for pricing and supplying commercial and residential plumbing fixtures and heating equipment to our customers utilizing a variety of methods. This role requires someone who has superior skills in creating data and is technologically savvy to use software with speed and provide information that is accurate and timely.

**Main Functions include:**

- Prepares quotes in detail for specified customers. Acts as quotation consultant to sales representatives, order desk representatives and specified customers. Ensures all quotations are accompanied with relevant documentation.
- Uses multiple sources including vendors and internet to source products
- Ensures quotes are processed within the chosen and established price structures and to make final decision in conjunction with manager for finalizing quotes.
- Ensures quoted products are ordered, allocated properly and prepared for delivery when required.
- Verifies the completed work of shop drawings and confirms that they are delivered to customers by specified deadlines. Also completes all follow-up and problem-solve with appropriate departments when requested.
- May be required to act as Inside Sales support at the request of manager.
- To consistently follow-up on quotations for status report and documents for department.
- Review returned shop drawings and addresses any major changes with contractors and within the department.
- Assists in the decision-making process to see what is required to help secure contracts that are quoted.
- Reviewing specifications and obtaining products and pricing through various vendors.
- Uses associations and services to obtain opportunities.
- Sourcing and purchasing non-stock products.
- Managing an awarded project through its various stages. From approval process to actual releasing of fixtures.
- Completes any other duties assigned by manager.

**Qualifications Required:**

- Strong technology and keyboard skillsets
- Experience with Excel, Word, and Outlook
- Basic plumbing and hydronics knowledge.
- Must be well organized, be able to multitask, and work well under pressure
- Customer service and team oriented individual
- Strong written and oral communication skills
- Problem solving skills