



Position Profile

TITLE:	Inside Sales/Order Desk
REPORTS TO:	Branch Manger
LOCATION	Ottawa Region

Ottawa Region

We are looking for the right person to help drive our growth in the Ottawa Region. A technical background in the HVAC business would be an asset. Responsibilities include;

- Handle counter sales at all locations as directed
- Provide technical support
- Establish growth relationships with customers and suppliers
- Follow up on marketing and sales activities
- Promote and sell our HVAC controls portfolio
- Excellent communication skills
- Experience with MS Office products

Candidate Profile

The successful candidate will demonstrate the following:

- A Heating and HVAC diploma **OR** Strong Industry experience as an alternate to educational credentials.
- Strong verbal and written communication skills: Word Processing, and spreadsheet applications
- Strong Interpersonal skills
- Ability to work independently as well as part of a cross-functional team.

Interested candidates should reply by sending resume and supporting information to:
gavger@yorkland.net.