

JOB POSTING

MAKE THE MOVE...

JOIN ONE OF NORTH AMERICA'S "MOST ADMIRED COMPANIES"

Graybar Canada, a division of Graybar Electric, a Fortune 500 corporation, is a leader in the distribution of high quality electrical, automation and telecommunications products and provider of related supply chain management and logistics services.

Graybar operates more than 250 distribution facilities throughout North America, with 30 branches across Canada. As one of the world's largest employee-owned companies, Graybar has the power and stability of a big corporation and the integrity and drive of a neighborhood business.

Graybar Canada currently has an exciting career opportunity available in our Mississauga, ON location, for a:

PROJECT QUOTATIONS SPECIALIST (DISTRIBUTION)

We are looking for a sales-minded individual who is motivated by learning and career growth. If customer service and advancement opportunities are important to you, Graybar Canada is the company you have been looking for.

Graybar Canada offers a competitive compensation and benefits package including:

- Health and Dental Benefits
- Employee Profit Sharing Program
- Group RRSP Matching
- Computer Purchase plan
- Service Awards Program
- Life & AD&D Insurance
- Long Term Disability Benefits
- Employee Share Purchase Program
- Tuition Reimbursement Program
- Scholarship Program for Employee's Children
- Home and Auto Group Insurance Rates
- Corporate Fitness Membership Program

Major Responsibilities:

- Prepare cost estimates of materials requested by Account Managers, Customer Service Representatives, and appropriate management.
- Compile bill of materials, utilizing knowledge of products to be manufactured.
- Contact manufacturers, factories, and representatives to obtain best-cost information when necessary.
- Compute cost estimates for materials, price escalation, and abnormal freight charges.
- Compare manufacturer's bill of material to determine and price any differences for complete comparisons.
- Correlate all cost information within time frame of bid date and time needed by contractors, sales personnel, and appropriate management.
- Assist others in Quotation Department in price quoting and perform other duties as assigned.
- Handle incoming and outgoing customer telephone calls and written correspondence in a courteous, timely, and professional manner.

- Coordinate the prompt handling of all customer service requests, including, but not limited to, order entry, pricing, expediting, billing, order maintenance, credit and claims.
- Provide technical support on product selection and application.

Preferred skills and experience:

- Customer service or inside sales experience.
- Knowledge of electrical products and applications preferred.
- The ability to develop and maintain strong relationships with customers and suppliers is essential.
- Must exhibit excellent time management, negotiation and organizational skills.
- Ability to prioritize work, be flexible, and meet deadlines.
- Ability to work with all levels of employees and management, both internally and externally.
- Must practice excellent spoken and written communication and interpersonal skills.
- Proven proficiency with Microsoft Office products including Outlook, Excel, Word, and PowerPoint.

*This is a brief outline of position responsibilities and does not intend to be all-inclusive of the current or future duties, responsibilities or reporting relationships of the position.

Do you have exceptional customer service ability, strong interpersonal skills, and a competitive "can do" attitude? We want to hear from you! Graybar Canada is an equal opportunity employer that encourages interested candidates to submit a detailed resume with a covering letter *including salary expectations* to the following address:

- If applying to a job in Ontario: jobs@graybarcanada.com
- If applying to a job in Alberta: jobswest@graybarcanada.com
- If applying to a job in Atlantic Canada: hrdept@graybarcanada.com

Please quote competition **PRO-QUO-MI** in the subject line of your email.

We wish to thank all applicants for their interest, but advise that only those selected for an interview will be contacted.