



## CONTRACT ADMINISTRATOR – INSIDE SALES

**Urecon** is a leading Canadian manufacturer – supplying pre-insulated pipe systems to the municipal, HVAC, mining and industrial sectors for over 40 years.

We are looking for a mature, enthusiastic and self motivated **Contract Administrator – Inside Sales** with a proven track record who will work out at the head office in St-Lazare (Québec), West Island of Montreal.

Reporting to the Customer Service Manager and working closely with Urecon's Florida office, the **Contract Administrator – Inside Sales** will be responsible to respond to the customers' needs for the Latin America and the Caribbean, whether it is to provide technical information, product submittals, or quotes. He/she also processes customer order by means of the contract file. This person shall be a key contributor to the company and strong client retention.

### Tasks:

- Respond to customer demands for pricing and delivery by producing quotes in a timely way;
- Work with the customer to clarify their needs and be able to communicate technical information to facilitate product selection;
- Ensure that the pricing on the customer's order is accurate;
- Make shipping arrangements for the product once produced and communicate these details to the client. Get freight rates where necessary ensuring the lowest possible rates;
- Generate shipping bills, invoices, proforma invoices, certificate of origin, etc... as required
- Purchase various items for stock or consumables as required;
- Communicate all relevant information to the outside representative for the area.

### Requirements:

- Post secondary education with preference given to a civil and/or electrical and/or mechanical background. A technical customer service experience can compensated for the diploma;
- 3 to 5 years of experience in technical support or customer service;
- Fluent in Spanish and English (**mandatory**);
- Basic knowledge of French;
- Solid computer skills (Word, Excel and Outlook);
- Focus on customer service and teamwork;
- Time management and organizational skills;
- Knowledge of export laws;
- Knowledge or experience in piping systems and/or electrical, an asset.

We offer a competitive compensation package including bonuses and profit sharing, an above average benefits package (group insurance, RRSP, sick days, etc.) and a fun and exciting work environment including numerous staff participation events.

Interested candidate must send their resume to Human Resources department at the following address:

Urecon  
Att. Human Resources Manager  
1800, ave. Bédard  
St-Lazare (Québec)  
J7T 2G4  
Fax : 450-455-0350  
Email : [hr.quebec@urecon.com](mailto:hr.quebec@urecon.com)