



Edmonton – Customer Service & Shop Estimator

The Customer Service & Shop Estimator is responsible for estimating in the areas of RFQs, bids and other day to day business related to the products and services we offer. This position is a front line position charged to ensure superior customer service to our clients.

Perform a wide variety of duties specific to handling sales calls with customers and vendors. Proper execution of the principles, procedures, objectives to a in house quality system.

Applicants are required to have the following core competencies;

- computer literate with the working skills of MS Word, Excel, email and the aptitude to learn other business related software
- strong customer service and troubleshooting skills coupled to analytical and critical thinking
- able to effectively communicate both verbally and in writing
- ability to prioritize, plan, organize one's work load

Employment with our company includes a full benefit package, opportunity for future growth and compensation commensurate with experience.