



Technical Design & Sales Coordinator – Canada

Moncton, New Brunswick

Do you want to work for a fast paced, dynamic, and growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are growing and looking for a motivated Technical Design & Sales Coordinator to join the Sales team working in Moncton, New Brunswick.

Objective & Purpose

- The Technical Design and Sales Coordinator works closely with the Canadian Sales Managers to provide application and product support to prepare quotations with leadership from the Regional Sales Managers. This position will also be supportive for Canada operations for product technical & estimation support in our Moncton Office.
- This position is responsible to support the Canadian sales team to provide pre-sales technical support to assist in achieving company targets, budgets and expectations

Principle Duties & Responsibilities

Responsible to provide technical & estimation support as follows:

- Selecting product and preparing estimates based on customer provided specification and design drawings
- Preparing standard field device termination detail for wiring connection templates
- Preparing technical comparison of existing products with Greystone products for client's approval
- Preparing installation guidelines and submittal drawings
- Work with sales to provide support that enables customers to increase Greystone's share of wallet
- Report activities and quotation in available CRM software
- Supporting OEM clients to customize products to meet the customer's needs
- Providing virtual training on new products
- Interacting with engineering or product management for technical clarifications
- Interacting with clients for new requirement of the sensors and customized products

Education, Training & Experience

- Graduate of an Electronic/Mechanical Engineering/Instrumentation or Technology program
- Working knowledge of HVAC systems would be an asset
- Bilingual French/ English
- Conversational Spanish would be an asset

Skills and Competency Requirements

- Have the necessary computer skills to function in an office environment with the most up to date Microsoft Office products
- Technical Sales Support must have the technical ability to explain product functions and have excellent communication skills
- Be able to multi task and work independently without supervision
- Be a service-focused leader with regional and national experience and have been recognized for consistently meeting goals and developing new processes.

Preference will be given to applicants that can prove a successful track record.

Only those who will be considered for the next step of the application process will be contacted.

Applications should be forwarded to Jessica Blakemore.

Please email resume and cover letter to blakemore.j@greystoneenergy.com