



JOB POSTING

Job Title	Commercial Inside Sales Support
Location	Victoria
Reports to	Branch Manager

About us

Refrigerative Supply is a wholesale distributor of equipment and parts to the HVAC & Refrigeration trade. Founded in 1945, we have been serving Western Canada through 14 branches and pride ourselves on having exceptional customer service, knowledgeable staff, and a well-stocked inventory.

About the role

Commercial Inside Sales Support is responsible for providing administrative support to the commercial outside sales staff. Reporting to the Branch Manager, the position holder will support the growth of commercial products.

Duties and Responsibilities

- Support commercial outside sales staff and customers in the growth of commercial unitary, VRF and ductless products.
- Review Mechanical schedules and Quote Jobs.
- Provide equipment selections based on mechanical drawings and specification; provide competitive solutions, proposals and submittals.
- Support contractors, engineers on product selection and provide technical information.
- Coordinate and execute orders.
- Deliver superior customer service.
- Participate in both staff and customer training for new and existing product lines.
- Establish relationships with customers and engineers.
- Create and implement strategies for sales growth.
- Participate in annual inventory count.
- Participate in on-call schedule for afterhours customer service.

Skills and Qualifications

- CET, Diploma.
- Ability to read and review mechanical drawings and schedules.
- Engineering and technical background and Knowledge of thermodynamic.
- Energetic, self-motivated, creative thinker and effective communication skills.
- Ability to follow written instructions and documented procedures.
- Understanding of basic inventory, warehousing and stocking procedures.
- Accuracy and attention to detail.
- Basic computer/keyboarding skills.
- Problem-solving and analytical ability.
- Professional demeanor.
- Team player who works productively with wide range of people.

Not just a job, a career opportunity!

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply provides an environment where employees leverage their skills, talents, experience and interests to grow professionally & build rewarding careers.

How to apply

Please send your cover letter and resume to hr@rsl.ca with the position title in the subject line.

Refrigerative Supply is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.