

## CONTRACT ADMINISTRATOR – INSIDE SALES

**GF Urecon** is a leading Canadian Manufacturer of pre-insulated pipe systems to the municipal, HVAC, mining and industrial sectors for over 49 years. It has more than 150 employees and two plants located in Coteau-du-Lac in the Vaudreuil-Soulanges area and in Calmar, southbound of Edmonton, Alberta

We are seeking a **Contract Administrator – Inside Sales** for **GF URECON's** head office in **Coteau-du-Lac (Québec)** .

### Summary:

Reporting to the Customer Service Manager, the **Contract Administrator** will be responsible to respond to the customers' needs 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;
- 2 to 4 years of experience in technical support or customer service;
- Bilingualism (French and English, written and spoken);
- Solid computer skills (Word, Excel and Outlook);
- Focus on customer service and teamwork;
- Time management and organizational skills;
- Available to adapt his working schedule for the western time zone;
- Knowledge or experience in piping systems and/or electrical, an asset.



**GF Urecon** offers a competitive compensation package, a superior benefits package (group insurance, RRSP, personal days, health promotion, etc.) and an exciting work environment.

**Are you ready for a new challenge? Do you want to progress in a world-class manufacturing company?  
Are looking for a career close to your home?** If so, please send your resume to the following address:

**GF Urecon**

Att. Human Resources Department

75, Blvd Dupont

Coteau-du-lac (Québec)

JOP 1B0

Fax: 450-451-4323

Email: [hr.quebec@urecon.com](mailto:hr.quebec@urecon.com)