

Quotations Specialist

Advanced Glazings Ltd.

Location: Sydney, NS

Term: Full Time, Permanent

Anticipated Start Date: As Soon As Possible

At [Advanced Glazings Ltd.](http://www.advancedglazings.com), we are at the forefront of revolutionizing the building industry with our groundbreaking products, Solera and SoleraWall. We don't just sell products; we create unparalleled occupant experiences in beautifully naturally daylighted buildings. With over 2700 projects spanning North America and the world, we are pioneers in crafting customized daylighting solutions for every building.

Be part of a company and teams with BIG opportunities. Every team at AGL gets excited about daylighting and the opportunity to help our customers (architects, building owners, glaziers and design build teams) design and build naturally daylit spaces for their building occupants – It is why we are here!

Who We're Looking For

For us it is about finding the right person, someone who, by nature loves dealing with people and recognizes their role in creating exceptional customer experiences. You will be a core part of our business, preparing and managing project quotations and purchase orders. The ideal person loves working in fast-paced environments, is highly organized and sees a problem as an opportunity. You will need to be at ease working in an exciting, fast-paced, and deadline-driven environment where timely service is vital.

To learn more about the company, visit <http://www.advancedglazings.com>

- Join a team that has revolutionized the way natural daylight is delivered into commercial spaces.
- This role requires energy and positivity – creating exceptional customer experiences.
- We work in a collaborative team environment, so be ready to work with many different customers both internal and external!
- Be rewarded with a competitive annual salary, as well as benefits including medical and life insurance.
- **Best of all Live and work in a community with quick commutes, affordable homes, beautiful scenery, and friendly people.**

Primary Responsibilities:

- Be one of the first points of contact for customers, creating positive relationships, going the extra mile to ensure our customers know we value them and their business.
- Preparing and reviewing all sales quotations and purchase orders in an accurate and timely manner.
- Respond to sales and product inquiries, directing to R&D or Sales as necessary.
- Using Client Relationship Management software (CRM – SUGAR) to manage all interactions with customers and sales team.
- Daily Engagement with Production and Accounting teams, updating them on timelines for purchase orders/project updates.
- Handling customer damage claims and interfacing with freight companies to ensure timely processing of all damage claims.

- Ensuring timely response to all customer / sales team inquiries
- all communications (emails, faxes, letters,) to customers are logged into our CRM
- Management of our Sales Pipeline in our CRM (SUGAR)

You will succeed in this role if you have the following qualifications:

- Post-Secondary degree or certificate in project management or related field
- Experience in sales/administrative role
- Strong verbal and written communication skills
- People driven personality & enjoy working in a team environment.
- Critical thinking and problem-solving skills
- Willingness to learn new things and adopt new technology.
- Ability to think on your feet and take initiative.
- Attention to detail.
- Excellent time /management skills
- Excellent computers skills and above average Excel skills
- Work according to company culture and values, prioritize ruthlessly, use good communication, and deliver results effectively.

About the Benefits

Besides a total compensation package of between 35K and 40K you will also enjoy the following benefits:

- Group medical and insurance benefits after 6 months

How to Apply:

Email your resume and cover letter to careers@advancedglazings.com (please be sure to specify: Quotations Specialist in the subject line)

We thank all those who are interested in advance for applying for this position, however, only those selected for an interview will be contacted.