



## **Outside Sales / Project Estimator**

DDK Ventilation Products is an HVAC equipment distributor in Coquitlam, BC. DDK's primary business is bid/spec and design assist to mechanical and sheet metal contractors for the new construction of schools, office buildings, multi-family residential, retail and restaurants projects.

We are looking for a self motivated and proactive individual who is a team player to join DDK. It is expected that 50-60% of the individual's time will be spent on the road, building relationships with engineers, sheet metal and mechanical contractors. The remainder will be spent quoting new projects and overseeing the supply of existing projects.

### **Job Description**

- **Building Relationships with Mechanical and Sheet Metal Contractors**
- **Building Relationships with Mechanical Engineers to get product specifications and approvals**
- **Project Quotation**
- **Project Management**

### **Candidate Requirements**

**Relationship Builder:** In addition to building relationships with both our customer's estimating departments as well as their on-site employees; the right candidate will build a positive rapport with the mechanical engineering community.

**Communication Skills:** The right candidate will have excellent verbal and written communication skills as the role requires regular, proactive communication with suppliers, customers and engineers.

**Attention to Detail:** The role deals with many different suppliers, products and projects. To be successful, the right individual will be organized and maintain a keen attention to detail.

**Computer and Excel Proficiency:** The individual will need computer proficiency and familiarity with working in excel. Experience creating new spreadsheets with basic formulas and basic excel formatting skills is an asset.

**Construction Knowledge:** Knowledge of commercial construction is a requirement. Specific knowledge of mechanical systems would be a benefit. An innate curiosity of how mechanical systems function is required as the more product knowledge the individual has; the more value they can be to the customer. Familiarity with blue prints is an asset.

### **Compensation & Benefits**

- Competitive salary
- Paid Mileage
- Full medical and dental benefits
- RRSP matching
- 3 weeks vacation
- In addition to 3 weeks vacation, paid holiday between Christmas and New Years

### **About DDK Ventilation Products Ltd.**

Founded in 1973, DDK distributes heating and ventilation equipment to the construction industry in B.C. and the West Coast of the U.S. DDK's main focus is commercial light industrial construction, which includes schools, office buildings, high rise residential, retail, restaurant and light manufacturing. Its customers are primarily the mechanical contractors, sheet metal contractors and air conditioning contractors involved in this construction.

**Interested Candidates should forward their resume to: [david@ddkvent.com](mailto:david@ddkvent.com)**