

## A little bit about us

We like to say that we find solutions for the everyday stuff. We're problem solvers. We're an engaged team that works together, and for those that work here they say we're also like family.

*"ValLEN is a dynamic place to work because of the people, the culture and the customers we service. The company's direction make it an exciting atmosphere to work...grow...and prosper."* Director of Marketing

ValLEN is a leading provider of indirect industrial supplies – all those materials that are not part of the products our customers manufacture, and our goal is to make our customers operations run smoothly so they can focus on the core of their business.

Through 24 branches, we operate coast to coast and serve our customers in person, online, or onsite. ValLEN is a member of Sonepar Canada, and is one of Canada's leading industrial distribution companies headquartered in Edmonton, Alberta.

## LET'S START WITH A LITTLE BIT ABOUT YOU

- ✓ You deliver exemplary service to internal and external customers
- ✓ You are motivated to think out of the box to provide solutions
- ✓ You're looking to work in the exciting world of quotations
- ✓ You want to be part of a collaborative team that supports you, your ideas and your success

## THE QUOTATIONS SPECIALIST ROLE:

Responsible for analysis, data work with request for quotations, quote packages (RFP/RFQ/RFI). Managing and preparing quote packages for various products and/or projects and forwarding to Sales and Branch network for follow up. This role will be working with some large customers and will have direct customer interactions on an as needed basis.





# QUOTATION SPECIALIST

Vallen is an equal opportunity employer committed to increasing diversity in our workforce. We welcome applications from qualified persons in underrepresented ethnic, racial and cultural groups and from people with disabilities.

We thank all applicants for their interest; however, only short listed candidates will be contacted.

## YOUR RESPONSIBILITIES:

- Prioritizing quotation requests as they are requested by customers
- Review request for quote documentation to determine details required
- Matching customer data with Vallen part numbers to create quotations
- Communicating with vendors and requesting pricing for products required
- Communicating directly with customers regarding all matters with respect to the proposal
- Updating records for each project quoted
- Updating Calendar of projects to be quoted for communication to sales reps and vendors.
- Responding to questions and/or inquiries and providing information pertaining to products or projects being quoted
- Preparing bids on projects
- Managing contracts the Company has entered into
- Participating in Customer meetings and/or supplier meetings as required
- Ensure proposals are submitted on time

## YOUR EXPERIENCE:

- Superb customer service skills
- High School Diploma required
- University/College Diploma an asset (Business related preferred)
- Microsoft Office required. With preference given to candidates with advanced Excel, Access, Power BI, Database skills
- 2-5 years related experience
- Works well with tight deadlines
- Product knowledge or industry experience preferred

*"I feel that my ideas and input are not just heard, but valued, making me feel as though I contribute to the overall success of the company".* Branch Manager

To explore and learn more about ValLEN, please visit [valLEN.ca/careers](http://valLEN.ca/careers).

## WHAT'S IT LIKE WORKING AT VALLEN?

There's a spirit of resourcefulness, creativity, and innovation in each of our associates. Upon joining our team, you will become part of a supportive, family oriented culture where you will be led by a president who fully believes in having an open-door policy. Your suggestions will be heard and your hard work will be rewarded.

In exchange for your hard work and determination, you will receive a competitive salary and bonus plan, growth and development opportunities, plus a full set of benefits including:

- Flexible benefits program allowing you to choose from options that best fit you and your dependents
- RRSP matching and health spending account
- Company paid life insurance
- Employee paid disability programs

We offer a supportive and rewarding culture that values its people and their contributions. Our values are based on creating an environment where feeling valued, respected and empowered is paramount.

