

### About Us:

Prime Engineering is a full-service electrical engineering firm, specializing in equipment design and commissioning. Our staff consists of engineers, electricians, technicians, drafters and designers. We provide our customers with Low, Medium and High Voltage Electrical Equipment. We manufacture and supply unit substations, electrical switchgear and control panels by integrating only the highest quality and industry-proven equipment and manufacturers into our designs. In addition, we offer:

- Power System Protection and Electrical Designs
- Control and Automation System Designs
- Power System Studies: Load Flow, Coordination, Short Circuit, Arc Flash, motor starting and Ground Grid
- Acceptance and Maintenance Testing and Commissioning
- Project Quality Assurance Programs

With a reputation for customer service excellence, Prime Engineering specializes in taking on unique challenges and delivering creative independent power solutions across BC. Our experienced staff deliver top quality electrical designs and field services with a focus on the design, supply and commissioning of electrical distribution projects.

### Job Summary:

Prime Engineering is looking for a motivated, energetic product & services inside sales representative with a strong background in, and understanding of, power systems and distribution. We are seeking a sales representative that has excellent people skills and attention to detail. This is a great opportunity to join a dynamic company in the growing industry of electrical power and distribution systems.

### Inside Sales Representative Duties in more detail:

- Review project specifications
- Create proposals and takeoffs as required for new opportunities
- Assist in developing new business opportunities
- Liaise with vendor and industry partners
- Initiate internal job opening procedures and kick off meetings
- Assist in the negotiation of terms and conditions for commercial agreements
- Provide regular reporting on customer feedback, opportunities and market situations to company stakeholders
- Regularly maintain and update our corporate CRM.
- Performs other related duties as assigned

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

#### What We Are Looking For:

- Required 2+ years of experience in electrical power industry
- Someone who is excited by the opportunity to maintain/promote existing and new clientele
- Excellent verbal and written communications skills
- Ability to multi-task, prioritize, and manage time effectively
- A team player who will represent themselves, and Prime, in a positive way both internally and externally
- Preference will be given to someone with 2+ years of direct and applicable sales experience with electrical power distribution
- Proficient with MS Office
- Knowledge of CRM tool, NetSuite is an asset

#### Qualifications:

- Completion of post-secondary school education or equivalent
- Proven work experience in sales, preferably business-to-business (B2B) electrical power industry
- Experience effectively conducting phone calls.

#### What Prime Offers:

- A company committed to a culture of problem-solving, relationship building, excitement for the work, and humility
- An opportunity to participate in challenging, solutions-based, client-facing work
- A competitive compensation package
- Group insurance benefits including health, dental, vision, EAP, life, AD&D, and LTD
- Group RRSP plan
- Sponsored social events
- Mentorship and professional development

**Job Type:** Full-time, Permanent

**Work Structure:** On-site

**Working Hours:** 8:30 am – 4:30 pm (Flexible earlier start and end)

**Work Location:** Esquimalt, BC

**Working Days:** Monday – Friday

**Compensation Model:** Base + Annual Bonus

For a look at the complete job description, visit our careers page: <https://www.primeeng.ca/careers/>