



**COMPANY:** Westburne  
**LOCATION:** Burnaby, BC  
**TYPE:** Full-time  
**DESCRIPTION:**

Westburne Electric, a division of Rexel Canada Electrical Inc., is a leader in electrical product distribution, participating in the commercial, residential, industrial and institutional markets across Canada.

## **DESCRIPTION**

We are currently looking for a self-motivated individual to become an integral part of our team at our Burnaby branch. If you want to work in a dynamic team environment and you excel when being trusted with responsibility then Westburne is the place for you.

### **Westburne offers:**

- A competitive compensation;
- Benefits plan; and
- An excellent opportunity for advancement within a growing organization.

### **Responsibilities:**

The Quotations Specialist is in direct contact with customers, inside and outside sales force, is responsible to assess the requirements of the job and determine the best possible price for the customer and the company to generate a lucrative customer base.

- Obtain and analyze quote requests from contractors and sales representatives.
- Review specifications and determine if lighting and distribution requirements are achievable and profitable to the company.
- Maintain contact with contractors to introduce products, available services and build a lucrative business relationship.
- Apply organizational policies and assure adherence to implemented procedures at all levels.

- Maintain positive relations with customers to ensure maximum customer satisfaction.
- Complete closing sheets on all quoted jobs. Evaluate job closing lost to determine status and compare price ranking with competitors. Ensure job bids are received within specified deadlines.
- Maintain a positive work climate through motivation and morale building at all levels.
- Analyze bid proposals to ensure competitive pricing and contracts are developed to generate client base. Negotiate pricing terms with suppliers to ensure a competitive edge over products.

### **Skills & Qualifications:**

Applicants for this position should have the following qualifications:

- Community College education plus a minimum of three (3) years related experience in the industry, or the equivalent combination of education and experience.
- Product knowledge of the electrical business is a definite asset
- Proficiency with Microsoft Office applications

If you require any accommodation in the application process, please contact us with the “Need Help” button in Fitzii.

We thank all candidates for their interest. However, only those candidates selected for interviews will be contacted.

*Please visit [www.westburne.ca](http://www.westburne.ca) for other career opportunities. We invite you to also click on “Life Here”<http://westburne.ca/life-here/why-westburne.html> to learn more about Westburne.*