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## Job Description

### Job Description

#### Job Summary

**QAI JOB #:**QAI Building Products

**JOB TITLE:** Technical Sales

**LOCATION:**Toronto, Southern Ontario region (other location may apply)

**NUMBER OF POSITIONS:**1 - 2

**CATEGORY:** Building Products Department

**POSTING DATE:**IMMEDIATE

**CLOSING DATE:**OPEN UNTIL FILLED

#### BACKGROUND:

QAI Laboratories provides testing, inspection and certification of Building Products, Factory Built Structures, Electrical Products, Plumbing Products, Gas Appliances and Recreational Vehicles. Over the last two decades, the QAI name and logo have become increasingly recognized throughout the Certification world resulting in a steady growth of our Certification, Testing, and Inspection business streams. We are looking for a talented and motivated individual(s) that enjoy working in a team environment to help us achieve our goals for growth and fill a position(s) within our Sales Department.

QAI is currently looking for applicants with up to 3 years' experience to fulfill the following tasks:

**DUTIES:** The successful candidate will perform, but not be limited to, the following duties:

- Responsible for selling QAI services to manufacturers within assigned categories
- Become familiar with ASTM, UL, CSA, and other standards, the US & Canadian standards system, implementation of standards towards product certification, testing, and inspection
- Directly contacts potential clients for all aspects of obtaining QAI services.
- Prepares and issues quotes to clients
- Attend/participate in industry tradeshow and associations
- Conduct cold and warm client calls
- Consults with technical staff as required to properly estimate the price of jobs.
- Reviews quotes for accuracy with specific emphasis on the scope of work and to clearly identify to the client any requirements for subcontracted work.
- Facilitate all sales transactions, completing all necessary tasks, paperwork and project assignment
- Clearly details to the client all information to be submitted to QAI for the project in advance.
- Tracks and follows up on quotes on a regular basis, maintain a statistical database on quotes issued, closed, lost, etc
- Support marketing in the development of brochures, newsletters, videos and educational content for the BP department
- Updates and maintains a sales database with a record of communications.
- Other duties as assigned
- Provides monthly reports on sales activities to the National Sales Manager.

Key Technical Competence:

- Ability to listen to client needs, requirements, and expectations.
- Ability to communicate client needs, requirements, and expectations throughout the organization as necessary.

- Able to identify new markets and new business opportunities for QAI continued growth.

**QUALIFICATIONS:** The successful candidate will:

- Minimum
- Degree in business or engineering discipline
- Professional with 3+ years of B2B sales experience
- Excellent written/oral communication skills and superior presentation skills
- Advanced knowledge of MS Word, Excel, PowerPoint and Access
- Ability to work in a fast-paced environment, independently and with team members.
- **MUST be self-motivated and assertive.**
- Ability to travel (~25%)
- Preferred
- General knowledge and understanding of building products
- Experience working within the testing/certification industry, knowledge of the International Building Code, International Residential Code, National Electric Code and test methods under CSA, UL, EN/IEC, ASTM, ANSI and other standards.
- Experience working with diverse teams (engineering, operations, marketing)
- Possess the ability to read and understand policies, regulations, and standards

**ADDITIONAL INFORMATION:**

- Candidates must hold a valid drivers' license
- Candidate must hold a valid passport or be able to obtain a valid passport, and be able to travel to international locations
- The successful candidate will progress, subject to satisfactory performance, through 3-month probation and training period

**APPLYING:**

QAI Laboratories offers a generous compensation and benefits package including base salary and bonus/commissions, medical, dental, and other perks. We are committed to the long term success of our employees.

**Note: Applications will only be accepted when emailed in MS Word or PDF format, and must have a job-specific cover letter. Please be sure to include the QAI job number in the subject line.**

### **Equal Opportunity Employer**

QAI Laboratories is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

Job Type: Full-time