



JOB DESCRIPTION

TECHNICAL SALES REPRESENTATIVE

Incumbent:	TBD	Department:	Sales
Reports to:	Director of Engineering & Sales	Title:	Technical Sales Estimator
Location:	Guelph	Review Date:	January 2026

Job Profile:

The Technical Sales Representative will be responsible for the thorough specification and product detail review for Sales opportunities and providing accurate and timely quoting of customer requirements from concept through installation. This position will also produce proposals, and supporting documentation (sketches, drawings, reports, change orders, etc.) for bid and product pursuit submissions. In this role, the Technical Sales Representative will support the sales team, project managers, and operations teams by providing clear, concise, and timely information in order to safely and economically produce, ship and install quality products meeting or exceeding customer specifications and expectations.

Primary Responsibilities:

- Accountable for accurate and timely response to customer inquiries, including technical marketing information, specification development, quotations, installation support and post-installation consultations
- Assist in the maintenance of customer and project information in the Company's CRM software.
- Responsible for initial set up of project information into the Company's accounting/project tracing software and assist as required in maintaining customer and project information in the software.
- Collaborate with Project Management, Operations, and Quality teams to ensure projects can be produced, shipped, and installed as specified prior to quoting.
- Establish contacts with all municipalities and consulting engineering firms across Ontario, with a goal of scheduling weekly product-specific presentations to these engineering firms.
- Conduct presentations on various product lines with the intent to develop the product line specification and have the product specified on various projects

Required Skills and Attributes:

- Proven focused customer satisfaction approach in dealing with internal and external stakeholders
- Strong detail orientation, with a focus on accuracy and timeliness · Excellent communication and advisory skills, comfortable presenting to technical audiences
- Strong interpersonal skills with a positive, go-getting attitude
- Ability to effectively work and collaborate within a team environment ·
- Demonstrated proficiency with Microsoft Office – Outlook, Excel, Word

Education Requirements & Qualifications:

- Professional Engineer (P.Eng) designation
- 3-5 years' experience in construction, and with civil products
- Sales experience is an asset

Working Environment:

- Open office high traffic environment with appropriate facilities
- Office workstation cubicle, equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer
- Regular visits to production facilities and job sites, as required
- Physical activities will consist of all-weather outdoor activities (visits to production facilities and job sites as required), prolonged periods of sitting, inter-office walking, and meeting room attendance
- Exposure to the elements (hot/cold weather, dusty construction environment)
- Travel will be expected as required
- Hours of work outside of the normal workday may be required from time to time

Approvals (name / signature)			
Manager:		Date:	
Director:		Date:	
Human Resources		Date:	
<p>Compensation Disclosure: The expected compensation range for this position is between \$150,000.00 to \$200,000.00 annually</p> <p>Artificial Intelligence (AI) Disclosure: Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.</p> <p>Vacancy Status Disclosure: This job posting is for an existing vacancy within our organization.</p>			
Employee Acknowledgement:			
<p>I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.</p> <p>I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.</p>			
Signature:		Date:	
<p>CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i>. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.</p> <p>Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ HR@concastpipe.com</p>			