



344 Harbour Avenue  
North Vancouver, BC  
Canada V7J 2E9

## **Job Description: Take-off Associate (North Vancouver)**

We are a sales organization who specializes in the sale of innovative and sustainable HVAC Equipment and Systems for Industrial and Commercial construction. Our sales team provides expertise and real value to our customers and their construction projects.

We are looking for a person who:

- Is a Mechanical Engineer or Technologist and has relevant HVAC industry experience
- Possesses superior organizational and communication skills
- Has a strong customer focus
- Is a quick learner who wants to develop their skills

This role is our entry level function within our sales office and is the training role for all other roles within the Company. The main duties include providing mechanical take-offs, preparing estimates, collecting mechanical specifications and schedules, and assisting the sales staff in the preparation of bid packages, quotations, and tender proposals.

We are offering the successful candidate the opportunity to further develop their project management and HVAC technical skills in a supportive and energetic work environment. We provide growth opportunities for motivated individuals that wish to become part of a growing successful business. We offer a competitive compensation package.

Please send your resume to:

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