



JOB OFFER

Technical Project Manager

Post : Technical Project Manager

Location : Longueuil

Under the supervision of the Technical Department Manager

Responsibilities:

- Participate in designs with the specification team: lighting and lighting control
- Development of lighting calculations
- Preparation of lighting control system plans
- Compile bids for budgetary pricing of proposals
- Complete drawings for approval in lighting and lighting control
- Technical support for equivalence requests
- Technical support for material list validation (submission, purchase)
- Technical support for the team
- Maintain the CRM for projects in proposal
- Any other related tasks

Skills, Abilities and Qualities Sought:

- Knowledge in lighting control
- Knowledge in lighting
- Knowledge of Contact Delage manufacturers is an asset
- Experience with AGI32
- Organizational skills for multiple manufacturer projects
- Enjoys working in a team
- Interpretation of specifications to propose Contact Delage products
- Handling pressure from tight deadlines
- Managing stakeholders in various projects
- Given equal competence, seniority will prevail
- Bilingualism

Why work at Contact Delage ?

We stand as a leader among manufacturing agents in the fields of electrical solutions, lighting, and control. Servicing the province of Quebec and the Ottawa region, we have established a strong reputation among prestigious clients in commercial, institutional, hospital, residential sectors, as well as with engineering firms, architects, designers, electrical contractors, lighting/control specialists, and home automation experts. The manufacturers we represent are industry leaders, ensuring their products meet the highest standards of quality and performance. We take pride in our association with them, providing significant visibility through our extensive network of electrical distributors. Our solutions, innovative technologies, and top-notch service make us an indispensable sales force in the electrical industry. Our dynamic team comprises highly skilled professionals. With offices in Montreal, Quebec City, and Ottawa, along with a warehouse spanning 8,300 sq. ft., we leverage cutting-edge IT to optimize our organizational efficiency. This capability enables us to provide comprehensive coverage of all our offerings, ensuring our clients receive exceptional support from a competent and high-performing team. Our success hinges on privileged and quality business relationships with contractors, distributors, engineers, consultants, and all professional users of electrical products.

We look forward to discussing opportunities with you soon!

The Contact Delage Team

***To apply for a position, please fill out the Employment Form on the Contact page of our website.**



JOB OFFER

Order Entry Clerk/Receptionist

Post : Order Entry Clerk/Receptionist

Location : Longueuil

Under the supervision of the Customer Service Department Team Leader

Responsibilities:

- Take orders either by email or a portal.
- Save orders to the internal system.
- Gather purchase orders, delivery notes and compile documents to transmit to manufacturers.
- Ensure complete tracking of orders and communicate with customers regarding delivery times.
- Follow up and communicate with suppliers as necessary.
- Management and inventory taking
- Receive and send courier.
- Receive incoming calls and transfer them to the appropriate person.
- Sample management.
- Greet people who come to the office.
- Order stationery.
- Perform all other administrative, clerical, or related tasks.

Skills, Abilities & Skills Sought:

- High school/college diploma.
- Experience in the order taking process – an asset.
- Good management of priorities.
- Be responsible.
- Punctual and rigorous.
- Bilingual (oral and written).
- Very proficient in Office 365.

Advantages & Benefits:

- Insurance plan (life, travel, dental, long-term, medication, etc.)
- Possibility to telecommute once/week.
- Employee and Family Assistance Program
- Career development and management program
- Paid leave
- Regular salary evolution
- Training
- Dynamic team
- Collaborative work atmosphere
- Competitive salary

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JOB OFFER

Sales Project Manager

Poste : Sales Project Manager

Emplacement : Montreal & Quebec

Under the supervision of the team leader in the Projects Department

Responsibilities:

- Ensure the smooth progress of projects from submission to order release
- Receive, record, and analyze submissions (plans, specifications, and take-offs) to provide prices to contractors and/or distributors within the required deadlines
- Participate in strategy meetings
- Maintain CRM and liaise with territory representatives to find the lowest bidders and purchasing contractors
- Receive, record, and analyze purchase requests to determine prices
- Provide support to territory representatives
- Receive and record orders, place orders on 'Hold for release' with our manufacturers
- Request technical project managers for drawings for approval and send them to clients
- Release orders to our manufacturers
- Ensure order follow-up until delivery
- Any other related tasks

Skills, Abilities, and Qualities Sought:

- Knowledge in lighting control, an asset
- Knowledge in lighting, an asset
- Knowledge of Contact Delage manufacturers, an asset
- Organizational skills for multiple manufacturer projects
- Enjoys working in a team
- Interpretation of specifications to propose Contact Delage products
- Handling pressure from tight deadlines
- Managing stakeholders in various projects
- Given equal competence, seniority will prevail
- Bilingualism

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JOB OFFER

Control & Lighting Representative

Poste : Control & Lighting Representative

Emplacement : South Shore / Montreal

Sous la supervision du directeur des ventes, le titulaire du poste agit à titre de représentant des ventes Contrôle & Éclairage (région de la Rive-Sud et Montréal)

Responsabilities:

- Promote the sale of products represented by Contact Delage to distributors in accordance with company policies and procedures
- Coordinate client needs with internal resources or manufacturers
- Research information and solutions for client and manufacturer needs
- Provide trainings
- Stay informed about the latest industry developments (technical information and products)
- Any other related tasks

Skills, Abilities, and Qualities Sought:

- 3-5 years of experience in sales and/or specifications
- DEP in sales/marketing (an asset)
- Knowledge in electricity/lighting
- Sense of priorities
- Autonomy
- Punctuality
- Bilingual (French/English)
- Knowledge of Microsoft Office Suite
- Sales-oriented
- Responsible
- Valid driver's license

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JOB OFFER

Municipal & Urban Specification Representative

Poste : Municipal & Urban Specification Representative

Emplacement : Greater Montreal

Under the supervision of the specification director, the incumbent acts as a sales specification representative for municipalities

Responsibilities:

- Promote the sale of products represented by Contact Delage to municipal authorities in accordance with company policies and procedures
- Coordinate client needs with internal resources or manufacturers
- Research information and solutions for client and manufacturer needs

Skills, Abilities, and Qualities Sought:

- 3-5 years of sales experience
- DEP in sales/marketing (an asset)
- Knowledge in electricity/lighting (an asset)
- Knowledge of public/semi-public and municipal environments (an asset)
- Knowledge of the Electronic Tendering System of the Government of Quebec (SEAO) (an asset)
- Sens of priorities
- Autonomy
- Punctuality
- Bilingual (French/English)
- Knowledge of Microsoft Office Suite
- Knowledge of AutoCAD/AGI 32 (an asset)
- Sales-oriented – Market Development
- Responsible
- Valid driver's license

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