**Technical Service Representative**

**Responsibilities**

* Provide proposals and process sales ensuring all processes and deadlines are met
* Support Account Managers in preparing proposals, communicating with customers, and coordinating jobs
* Design layouts for proposals using Mitek software
* Communicate with Designers as required to resolve any layout concerns
* Continuous Improvement/Lean Manufacturing Focused, on ways to improve our business daily
* Maintain a positive relationship with all staff, clients and industry partners using good communication skills
* Other duties as assigned

 **Qualifications**

* Ability to accurately read and interpret construction drawings
* Strong mathematical skills with high degree of accuracy
* Knowledge of Mitek Design Programs would be considered an asset
* Experience in Residential and/or Commercial Construction is preferable
* Basic engineering design and principals
* Understanding of Manufacturing technology, especially related to wood, truss and building manufacturing
* Advanced computer skills including Microsoft Office
* Training in Architectural Drafting, Structural Engineering, or Construction Management would be considered an asset

We offer competitive wages, great benefits, and the opportunity to grow on a fantastic team.

***Thank you for your interest but only those selected for an interview will be contacted***