



Position: Service & Sales Coordinator, Compressor Room Solutions team (CRS)

Location: Edmonton, AB

- Exciting opportunity for a motivated individual looking to join a market leader
- Be productive at work every day in a role that combines customer service and coordination
- Join a team-based culture and enjoy great benefits, including flexible group extended health, dental and life insurance, health and wellness spending accounts and Group RRSP Matching Program

About the Organization:

Skeans Pneumatic and Automation Inc. is one of Western Canada's leading Pneumatic & Electrical Automation and Compressor Room Systems distributors, with six full-service locations in British Columbia, Alberta, Saskatchewan and Manitoba.

For 50 years, our family owned and managed company has provided automation and compressed air solutions to a diversified industry base across Western Canada.

Whether our clients need a compressed air energy audit, special pneumatic cylinder designs, electric actuation, robotics, optical sensors or machine safety systems, we have the right solution! To learn more about us, please visit our [website](#).

About the Opportunity:

Skeans Pneumatic and Automation Inc. has an opportunity for a **Service and Sales Coordinator** to join our Compressor Room Solutions (CRS) team in Edmonton, AB. You will be a valuable contributor to the CRS group, being responsible for developing and growing the sales of SKEANS aftermarket products and service work for our Compressor Room products.

The Coordinator handles first call through to completion of service work, including quotes, customer orders and scheduling. Some key factors to know the answer to: are we capable of the work requested, how many hours will it take, do we have time, do we have the parts.

The candidate will be responsible for the assembly of quotes, sales presentations and renewal packages for our preventative maintenance customers, including equipment spares list preparation for capital goods sold.

Successful candidates will have strong interpersonal and organizational skills, keen attention to detail, an ability to manage high volumes of work and determine business priorities. He or she will have strong oral and written communication skills, with exceptional customer service orientation.

You will also be required to carry out the following duties:

- Provide administrative support to Service team
- Produce reports and documentation using MS Word, Excel, and extensive work in ERP system and MS Outlook
- Effective multi-tasking and excellent time management and organizational skills
- Confidence and enthusiasm when communicating with customers and suppliers, experience analyzing sales documentation
- Warehouse and Customer Service assistance as appropriate

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This is the perfect opportunity for a candidate with 1-2 years' experience in coordinating a Service department. While working both independently and collaboratively with our team, a positive, can-do attitude will set you up for success in this role.

Our close-knit team at SKEANS all strive to embody our values of: Integrity, Trust, Knowledge, Respect, Teamwork, Consistency, Family, Commitment, and Fun and ideally our successful new candidate will do the same.

About the Benefits:

In exchange for your hard work and dedication, you will be rewarded with a **competitive remuneration package** based on your skills and experience. You will also receive a great range of benefits, including:

- Comprehensive group insurance
- Extended group health and dental benefits
- Healthcare and Wellness Spending Accounts
- Group RRSP Matching Program
- Comprehensive internal and external training programs
- Continuing Education support

If you enjoy working in a fun, team-based environment and possess the drive to take on an exciting new challenge - Apply Now!

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