



Triangle Fluid Controls is a market-driven and technology-based company serving customers throughout the world with innovative fluid sealing products and services. Durlon® sealing products provide reliability, cost savings and process safety improvements in a wide range of demanding applications.

We are currently seeking a punctual, energetic individual with a positive attitude for the position of **Inside Sales – Valves/Gaskets**. This position is on site, full time for a 6 month contract with the potential to go permanent. Current work schedule is day shift Monday – Friday. Some overtime may be required.

#### Key Skills and Competencies:

1. Must have inside or outside technical sales experience preferably in a manufacturing or industrial wholesale distribution environment.
2. Proficiency with the following computer software: Microsoft Word, Microsoft Excel and Microsoft Outlook. Mid-level ERP (Sage ERP X3 or equivalent) software knowledge preferred. Must quickly adapt to learning new software.
3. Ability to coordinate and execute multiple projects simultaneously with the capacity to work independently, coupled with the ability to plan and perform work with minimal direction or supervision.
4. Excellent problem solving and resolution skills.
5. Excellent planning and organizational skills to include time and priority management.
6. Must be detail oriented.
7. Exceptional communicator and customer service oriented with good interpersonal skills and ability to adjust to various personality types.
8. Must demonstrate a proven ability to coordinate, direct and maintain highly confidential work and materials.
9. Flexible and willing to work additional hours to complete special projects.
10. Ability to speak, read and write in English (French is an asset)
11. Must be legally eligible to work in Canada. No sponsorship is available.

#### Responsibilities and Accountabilities:

1. Prepare quotation or bid from customer provided specifications to include sizing, trim selection, model, controls, etc.
2. Prepares quotations for domestic and international shipments.

Durlon® is represented globally by Triangle Fluid Controls Ltd., Gasket Resources Inc., Durabla Canada Ltd., Durabla Asia Pte. Ltd., and Durabla Fluid Controls (Suzhou) Co. Ltd.

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3. Liaison between customers, operations, suppliers, outside sales and third-party inspectors for the attainment and fulfillment of sales orders.
4. Facilitate customers' orders and quotes by offering technical guidance and sourcing the best solution for their requirements.
5. Communicate with cross-functional departments to execute and meet order expectations.
6. Build long-term customer relationships while managing commitments accordingly.
7. Troubleshoot customer complaints and problems with orders to ensure internal compliance with company policies and procedures in addition to providing the highest level of customer service.
8. Responsible for expediting back ordered materials when needed.
9. Customer approved orders are prepared and placed to suppliers for manufacturing and contract review.
10. Enter sales orders into the computer system.
11. Maintain and place appropriate stock orders to suppliers.
12. Responsible for negotiating costs, freight terms, and delivery time frames with vendors to meet customer delivery dates.
13. Acquiring the appropriate approvals for low margin jobs prior to the submittal of a quote or bid.
14. Coordination in conjunction with purchasing of stocked items to meet customer delivery terms.
15. Ability to travel to the USA one or two times per year for training and sales meetings with manufacturing company.

**Personal Protective Equipment Requirements:**

1. Safety footwear required when in shop area - CSA Approved (Grade 1 - Green Triangle)
2. Safety Glasses required when in shop area

This position is in Canada. Applicants must have Canadian work authorization in order to be considered. Sponsorship is not available. Successful candidate will be required to work on site at our Belleville, Ontario office.

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SEALING SOLUTIONS