



JOB POSTING: Technical (HVAC) Sales Assistant

Midwest Engineering (AB) Ltd. is a growth oriented sales agency serving as manufacturer's agents for various types of Heating, Ventilation and Air Conditioning (HVAC) equipment. We are looking for a career oriented individual for a Technical Sales Assistant Position to join our Calgary team. This is an entry level position, training will be provided.

Candidates must have a bachelor's degree in Engineering or a technical diploma in Engineering technology.

Position requirements:

- Good written and verbal communication skills
- Ability to work independently
- Good organization skills
- Ability to take on more than one task simultaneously

Position Duties would include but are not limited to:

- Estimating costs of equipment and material
- Organizing jobs and projects in order of importance and sequence
- Delivery coordination
- Shop Drawing Preparation

Salary will be commensurate with experience.

Life, Health and Dental Benefits included.

Resumes should be e-mailed to: info@midwesteng.ab.ca

All applications will be held in the strictest confidence. Only those applicants being considered will be contacted.