



Since 1914, the name "UNION" has become synonymous with quality lighting. Throughout the past 90 years, our team has been dedicated to building relationships with both our suppliers and clients. We constantly aim to distinguish ourselves as the source for unique high quality lighting and architectural hardware products with the very best professional service. It is this alliance that allows us to keep clients "in the know" about new technology and trends available in the industry. The recognition of our clients' satisfaction as the most meaningful measurement of our success and our most powerful resource for continued growth and we commit ourselves to providing total customer satisfaction in all that we do.

The focus is on **training** every associate to nurture and develop a culture that promotes constant and continuous improvement to ensure that our customer's experience is perfect.

Join our team and experience a **rewarding and challenging work environment** with skilled and supportive teammates who value **winning together**.

We are currently recruiting a full time bilingual Commercial Project Coordinator in Lighting.

UNION Lighting offers an attractive and competitive compensation package that include:

Medical and dental benefits;

A highly professional and creative work environment;

High end products;

Well established customer base;

Excellent initial and ongoing training;

Free parking.

Position Overview:

As a **Commercial Project Coordinator**, you are an **extrovert** that thrives in a constantly changing, and fast paced environment. This vital quality allows you to be customer and **team oriented** and enjoy **working with others** to accomplish common goals.

Your ability to **establish rapport** quickly with others will unquestionably compliment your desire to thrive in this **commercial sales** environment.

You will support a commercial sales representative who works with major national retailers:

- *Doing take offs and producing quotes and orders based on architectural and electrical plans;*
- *Coordinate delivery dates with customers and follow up on purchase orders with representative;*
- *Follow up on customer requests – general commercial Customer Service;*
- *Be meeting deadlines and working with details.*

If you have or are:

- » *High school diploma or equivalent;*
- » *Strong communication and people skills (french and english) are mandatory;*
- » *2 or more years of Industry and Lighting product knowledge;*
- » *Experience in a sales/ customer service environment and in retail rollouts (a great asset);*
- » *Ability and willingness to increase product knowledge quickly;*
- » *Proficiency with computers and Microsoft Office programs;*
- » *A great attitude and a belief in “our service philosophy”;*
- » *Ability to establish rapport quickly and to meet our customer’s needs;*
- » *Tenacity, empathy and active listening skills;*
- » *Proven ability to multitask and strong organizational skills in order to meet required deadlines;*
- » *Capable of working with details;*
- » *Motivated and dynamic;*
- » *Punctual and autonomous;*
- » *Ability to manage stressful situation properly.*

PLEASE APPLY NOW and explore this exciting career opportunity by submitting your resume to:
cv@unionltg.com – ref. “Commercial Project Coordinator”.

We thank all those who apply; however, only those applicants chosen for an interview will be contacted. Applicants must be legally eligible to work in Canada without sponsorship.