

**POSITION TITLE: Quantity Take-off/ Inside Sales**

Employment Type (FT,PT,Contract): FT

Rate of Pay: Our compensation package includes a salary commensurate with experience

Job Location: Brampton, Ontario

Hours of Work: 42.5 hours per week

Start Date: Immediately

Application Deadline: September 30, 2019

**COMPANY NAME: The Fence People Limited**

Street Address: 134 East Drive, Brampton, Ontario L6T 1C1

Phone: 905-450-0500 x227

Fax:

Email: [nickm@thefencepeople.com](mailto:nickm@thefencepeople.com)

Website: [thefencepeople.com](http://thefencepeople.com)

**General Description of Duties:**

**As a highly technical individual, you will be responsible for downloading drawings and specifications from the Electronic Plans Room.**

**You will carry out quantity dimensions from architectural documents and responsible with reading of all specifications and addendums.**

**You will be responsible with preparing and submitting written quotations for our inside sales department.**

**You will be responsible with preparing Auto Cad drawings for our project files.**

**Skills and Experience Required:**

**An Architectural or Civil Technicians Diploma.**

**Strong organizational & documentation skills.**

**Good command of English language (both written and verbal)**

**Good judgement/decision making capacity.**

**Good working knowledge of Word and Excel and Auto Cad**

**How to Apply:**

**Please send your resume to [jobs@thefencepeople.com](mailto:jobs@thefencepeople.com)**

**We thank all applicants for applying, however only those selected for this position will be contacted**

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