



COMMERCIAL SALES & PROJECT MANAGER

WINDOW COVERINGS

Position Type: Full-time, Permanent

Location: Edmonton, AB

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a privately held business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as a Commercial Sales & Project Manager, Window Coverings. The successful candidate will be responsible for the commercial sales of window coverings from initial contact with the client through to and including managing deficiencies and invoicing after installation. This individual is a highly motivated sales representative who can find and capture new business and build relationships with commercial clients. This individual is also willing and able to manage their projects, ensuring compliance with timelines, budgets and safety considerations while meeting client needs.

WHAT YOU WILL DO

- Find business, follow leads, make sales calls, and build relationships with both new and existing clients.
- Meet with clients to clarify and understand their needs, provide design and product recommendations, and generate proposals for potential projects.
- Measure windows at site and transfer data to order form.
- Manage the project through site visits and continuous contact with clients.
- Foster the business relationship and proactively resolve problems.
- Complete take-off (transfer of actual data or architectural drawings to sales document) for pricing.
- Coordinate and ensure that shop drawings are submitted for production and to all stakeholders as required.
- Follow up on service work completion and warranty documentation.
- Develop or modify product specifications in accordance with manufacturer's criteria.
- Set up and input order into Hedberg ERP.
- Maintain accurate and up to date records of contracts.
- Communicate with Installations Scheduler and Coordinator to schedule and confirm installation of product.
- Approve orders for invoicing upon completion of projects.

WHAT YOU WILL BRING

- High school graduation is required.

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- Post-secondary education in Business or Sales is an asset.
- Minimum 1 – 3 years of experience in a professional office or sales environment.
- Superior customer service focus and attitude and ability to successfully build and foster relationships.
- Initiative and ability to think critically and act logically in evaluating situations.
- Self-starter/motivated, resourceful with high attention to detail and technically orientated.
- Strong communication skills and excellent interpersonal skills as well as a positive, optimistic approach.
- Ability to read and understand architectural drawings is an asset.
- Must be able to site measure.
- Proficient with Microsoft Office 365 and willing to learn RGO's proprietary software programs.
- Knowledge of window coverings products is an asset.
- Valid Alberta's Drivers' license and insurance.

PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- Fitness subsidy
- Free parking

To apply, please submit your resume to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW