



Job Posting: Contractor Clerk – Full-Time

Are you passionate about design and construction? Do you excel at turning blueprints into concrete projects and building solid relationships with contractors? Join the Baker Design team!

Your Role

As the Contractor Clerk, you will play a key role in the execution of our projects by ensuring an essential link between blueprints, sales, and the project management team.

Key Responsibilities

- Blueprint Reading and Analysis: Accurately read and interpret architectural and construction blueprints to assess material and service needs.
- Project Sales and Client Relations: Establish and maintain trusting relationships with contractors, present our products and solutions, and close project sales.
- Quote and Estimate Creation: Prepare detailed and accurate submissions and quotes based on plans, specifications, and pricing.
- Internal Collaboration: Work closely with the Project Manager to ensure smooth information flow, coordination of deliveries, and adherence to timelines.
- Autonomy and Team Spirit: Effectively manage your workload independently while positively contributing to team goals.

Required Skills and Qualifications

- Relevant experience in the construction, design, or business-to-business sales field.
- Excellent ability to read and interpret construction blueprints.
- Strong sales, negotiation, and customer service skills.
- Attention to detail and accuracy in quote preparation.
- Comfortable with computer softwares.
- Bilingual english and french

What Baker Design Offers You

- Permanent full-time position.
- A dynamic and collaborative work environment.
- A comprehensive Collective Insurance
- Opportunities for professional development.
- Competitive salary based on experience.

To apply, please send your resume to fabien.bdi@gmail.com

We thank all applicants for their interest. However, only those selected for an interview will be contacted.