



**ELECTRICAL & SYSTEMS
ADVANCED CONTROL INC.**

**Account Executive
Operations, Marketing & Management - London, Ontario**

ESAC leads the electrical industry in innovative power system integrated solutions based on technology, service and value. We are seeking a driven, innovative, business skilled professional with enthusiasm for our technical divisions services and projects. This position is an excellent opportunity for anyone looking to evolve their career by working on a variety of projects in a thriving and fast-paced environment.

Responsibilities

- Develop and maintain a detailed understanding of technical services and projects (EPC – Engineering, Procurement & Construction) for utility/generation markets
- Operations administration working with senior and divisional management
- Overall planning schedule, services/projects schedule, procurement process, travel arrangements, projects/services coordination, client/subcontractor contracts and orders
- Interactive project management with clients and technical leaders for effective execution, quality results and harmonious workplace
- Support senior and divisional management in securing projects/services opportunities and developing of new business
- Monitor submissions (Proposals and projects/services) to complete timely follow-ups for awards and client satisfaction

Qualifications

- Business administration program with marketing/management and minimum 2 years related experience
- Fluent with Microsoft Office; Excel, Access, Word, Outlook, Project and PowerPoint
- Maintain reporting for logging of new opportunities and services/projects weekly updates
- Vertical market clients and energy regulating authorities web sites monitoring and prospect phone contact for business development
- Sales visits arrangement and attendance with technical leaders
- Ability to work effectively in a team environment
- Strong attention to detail, high degree of accuracy in work and organizational skills
- Must be motivated, show initiative and ready to further develop career
- Ability to communicate effectively, oral and written

Benefits

- Fully paid Health & Dental, Life Insurance, AD&D and LTD
- Healthcare Spending Account
- RRSP program, vested immediately with no employee contribution required
- Company paid iPhone and expense account
- Staff tent trailer with canoe or kayaks and group annual summer Friday paid fun day

- **ESAC maintains competitive wages and benefits**
- **Eligible vacation period increases yearly to next seniority level**

Please visit our website for more details: www.esac.com

Please submit your cover letter and resume to ESAC HR: esac.hr@esac.com