

Business Development Representative – HVAC Division



Job Code: BDR-RES

Job Details

Location: British Columbia
Job Type: Full Time

Position Summary

Position Vacant: Yes
AI Being Used to Recruit: No
Salary Range: \$90K - \$128K

The business development Representative supports and promotes sales of residential and light commercial products. Provides administrative, technical, and customer support to the Residential and Light Commercial HVAC sales team. This role ensures accurate quoting, product coordination, and exceptional customer service to contractors, dealers, and internal sales team. The position plays a key role in supporting sales growth, improving response times, and maintaining strong customer relationships. This position reports to the Senior Account Manager, HVAC Division, BC.

Key Responsibilities

- Achieve assigned sales goals for residential and light commercial products.
- Appoint new and nurture existing contractors and dealers for sales growth.
- Follow up on quotations, orders and customer requests.
- Maintain up-to-date knowledge of product lines, specifications, and applications.
- Provide contractors with all needed support, act as their custodian and grow our business with them.
- Manage the shared sales support email inbox, ensuring incoming inquiries are acknowledged, prioritized, quoted and forwarded to the respective Account Manager.
- Respond to customer inquiries related to HVAC products, pricing, availability, and lead times.
- Track order status, back-orders, and deliveries; communicate updates to customers and sales staff.
- Takes care of product substitutions and cross-referencing when required.
- Collaborate with operations, warehouse and finance to ensure smooth order fulfillment when needed.
- Manage the bid board of BC branch.
- Prepare the quotes for residential and light commercial team as required and assigned.
- Prepare quotes for small light commercial projects, ensuring inclusion of all product lines offered by MESCA as per the project requirements.
- Assist Preparing monthly sales reports.
- Perform other duties as assigned at different times.

Qualifications

Qualifications

- Bachelor's degree or Technical Trade qualification in a related field preferred.
- Minimum 5 years of sales experience, preferably in the HVAC industry.
- Minimum 3 years of experience dealing with the HVAC contractors.
- A good technical knowledge of heating and air-conditioning systems.
- Open to work flexible hours and in highly demanding work environment.
- Experience with VRF technology is an asset.
- Ability to read and comprehend architect and engineer drawings.
- Ability to communicate effectively to a diverse group of people.
- Proficient with PowerPoint, Excel, Word and other Microsoft Office Products.
- Self-motivated, a team player with the ability to also work independently.
- Excellent organization skills.
- Excellent customer service skills

Education Requirements

Min/Preferred	Education Level	Description
Preferred	4 Year / Bachelors Degree	

Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
5	8	

Accommodations will be available upon request for persons with disabilities.