

Regional Sales and Distribution Enablement Lead – HVAC



Job Code: RSLEAD-DR

Job Details

Location: Ontario
Job Type: Full Time

Position Summary

As Regional Sales and Distribution Enablement Lead – HVAC for Mitsubishi Electric Sales Canada Inc. HVAC Product Sales Division, you are the Distributors' primary point of contact, responsible for validating, scheduling and prioritizing their new and existing open purchase orders. For successful completion of responsibilities you will collaborate and coordinate with Sales, Supply Chain, Logistics, Product Management and other departments to provide the Distributors with timely and accurate answers to inquiries about product availability, or estimated delivery dates. The position reports to the Director of Sales - HVAC Product Sales Division

Key Responsibilities

- Distributor relationship management, building and nurturing strong, long-term relationships with distributor representatives, sales/ project managers, and purchasing department.
- Internal teams coordination with sales, product, and supply chain, etc. for Distributors purchase orders validation, scheduling and prioritization.
- Ensure compliance to policies, processes and forms, for Distributor orders and order change requests, and work with Distributors to update and revise as needed.
- Liaise with sales team for maintenance and update of open quotes. Screen project quotes for accuracy and approvals and forecast planning in conjunction with sales team and supply chain.
- Collaborate and coordinate with internal teams to ensure the timely and complete delivery of products and services, and for successful completion of Projects commitments, according to client requirements.
- Address any issues or challenges that arise in the relationship or service delivery and finding effective solutions promptly and proactively, informing relevant stakeholders of counter measure recommendations.
- Gather and analyze distributor feedback to identify areas of improvement, share internally, obtain plan approval and follow through successful completion.
- Provide support to Distributors regarding their order status, delivery schedules, and any issues that may arise from order to delivery.
- Monitor Distributor sales, stock levels and analyze variances between actuals and their sales forecast at part number level.
- Analyze performance metrics, prepare, generate and submit various reports and analysis as requested by management.

Qualifications

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- Diploma in Business Management, supply chain or HVAC field. Degree is preferred.
- Candidates with HVAC sales experience will be an asset.
- Minimum 5 years of experience in HVAC enablement role.
- Strong verbal and written communication skills.
- Highly organized with the ability to multitask in a fast-paced environment.
- Detail-oriented and solutions-focused, with excellent problem-solving skills.
- Comfortable working with detailed information and numerical data.
- Collaborative, able to thrive in an open-concept office setting.
- Proficient in Microsoft Excel, Word, and Outlook, with a strong aptitude for learning new systems.
- Familiarity with order processes, internal systems, and documentation standards is an asset.
- Working knowledge of ERP system like SAGE and SAP

Education Requirements

Min/Preferred	Education Level	Description
Minimum	2 Year / Associate Degree	Preferred a diploma in HVAC field with post secondary education.

Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
5	8	Experience in HVAC field with office environment. Experience as sales coordinator will be an asset. If candidate does not HVAC diploma but experience in HVAC office environment as sales assistant cum coordinator. Experience with our competition like York, Trane. Experience with HVAC distributors is preferred.

Accommodations will be available upon request for persons with disabilities.