

March 12, 2024

BDR Services Ltd. specializes in the Supply, Installation, Maintenance, Testing, Inspection and Repair of Automatic Sprinkler Fire Protection Systems, Fire Alarm Systems, Fire Extinguishers, and Suppression Systems.

Established in 1986, BDR Services Ltd. is a Manitoba based company with offices located in Brandon and Winnipeg. For the past 38 years, BDR has demonstrated a strong work ethic and commitment in performing high quality workmanship and providing excellent customer service.

BDR Services Ltd. is seeking a full time **Fire Alarm Estimator / Project Coordinator** to join our team in Brandon, Manitoba.

Fire Alarm Estimator / Project Coordinator candidates will have a positive and professional attitude, be self-motivated and enjoy working in a progressive, fast paced, team environment.

**Job Responsibilities:**

- Provide quotations for service and material to existing customers.
- Assist in pricing new projects, contracts, and customers.
- Manage ongoing projects and contracts
- Maintain and enhance relationships with existing customers.
- Possess the ability to establish new business relationships.
- Review incoming and outgoing customer documentation including but not limited to all correspondence, requests for quotations, outgoing estimates and fire alarm reports.

**Skills and Qualifications:**

- Estimating and/or Project Coordination experience (field and/or sales experience in the Fire Alarm industry would be an asset)
- Good working knowledge of MS office (Outlook, Word, Excel) to create, work with and modify spreadsheets, letters and databases.
- Excellent customer service skills.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Must have a valid Class 5 driver's license and provide a drivers abstract.

Please forward your resume and cover letter to [hr@bdrs-services.ca](mailto:hr@bdrs-services.ca) or drop off in person to 370 Park Avenue East, Brandon, Manitoba.

We thank all who apply, however only those selected for an interview will be contacted.