



**Position:** Commercial Specifications Representative

**Position**

**Summary:** Reporting to the Commercial Market Manager, the Commercial Specifications Representative is responsible for exceeding his or her specification and lead generation goals. These goals are achieved by aggressively monitoring and pursuing specification opportunities and targeting key architectural firms in the pre-bid and bidding stages of a project. Responsibilities include monitoring project job boards, reviewing project documents (plans and specifications) on a daily basis, manage architectural submittals, AIA CEU administration and utilize our CRM to generate sales leads for commercial construction projects. Additional responsibilities include providing project support to the Regional Sales Managers, and overseeing the commercial project tracking and lead generation programs.

**Duties:**

1. Monitor various project reporting services across North America for SWD specifications, competitors' specifications and competitive product specifications.
2. Submit RFA's and other submittals on behalf of management and customer base to promote SWD products and drive project specifications.
3. Assist the marketing team with collecting and managing key project and architect data.
4. Daily written and verbal communication with architects and engineers to influence and promote the use of SWD Urethanes products.
5. Administer the CEU program including soliciting for presentation opportunities in Canada and the United States and reporting to the AIA.
6. Manage the project tracking and lead distribution programs.
7. Work closely with the Regional Sales Managers to ensure project leads are being executed on and closed.
8. Consistently update vital information in the CRM relating to architect accounts and projects.

## **Skill Set:**

1. Extremely proficient in reading and understanding architectural drawings, CSI three-part specifications and project manuals. This position requires daily review of drawings and specifications.
2. Must be personable and professional and be able to build rapport.
3. Strong knowledge of CSI master specifications and architectural details, specifically wall and roof types.
4. The applicant must thoroughly understand the tendering/bidding process for private and public projects and have knowledge of sub-contractor bidding principles (strategies).
5. Working knowledge of Microsoft Office products, Salesforce or other CRM software products
6. Strong persuasive writing skills
7. Strong time management skills
8. Knowledge of building envelope principles is a definite asset
9. Architectural sales background would be a definite asset

## **Minimum Qualifications:**

Bachelors degree with an emphasis on business or architecture and a minimum of 5 years similar experience or architectural sales experience.

## **About SWD Urethanes:**

Based in Mesa Arizona, SWD Urethanes develops, manufacture's and markets spray applied polyurethane insulation and roofing products. With over 40 years experience, SWD Urethane has become an industry leader, with high performing technical innovations.

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