

Join Our Team



SENIOR ACCOUNT EXECUTIVE

Job Category: Sales Department

Reports To: Vice President of Marketing and Sales

Industry: Architectural Products & Construction Services

Work Location: 130 Nolan Ct, Markham, ON L3R 2V7

Job Duration Type: Full Time

Work Model: Greater Toronto Area, (Hybrid) / In-Person

Number of Positions Open: 1

About Us:

PC350 is a Canadian-owned architectural interior solutions company specializing in customized glass wall and door systems for sophisticated, high-performing workplaces and learning environments.

Founded in 1973 and based in Markham, Ontario, we partner closely with architects, designers, and contractors to merge light with life, delivering tailored, sustainable solutions that balance aesthetics, performance, and flexibility across commercial spaces.

What We Bring to the Table:

- A values-driven environment built on integrity, respect, honesty, and fairness, with a strong focus on professionalism and collaboration.
- Inclusive culture with equal opportunity, accessibility, and workplace accommodation to support employees of all backgrounds and abilities.
- Generous time off and work life balance, with three weeks' vacation for full-time employees, five personal days, paid holidays, a paid birthday day, and flexible options including limited remote work for eligible roles.
- Opportunities for learning and development, including discretionary tuition and training support, plus clear expectations, regular reviews, and ongoing feedback to help you grow in your role.

Position Summary:

The Senior Account Executive builds and maintains strong relationships with A&D partners, end users, and general contractors to generate, grow, and close opportunities in their territory. They drive revenue by promoting PC350 solutions, forecasting sales, and leading business development, while interpreting architectural/construction drawings and leveraging a broad network of industry stakeholders.

Your Responsibilities:

Leading and Executing Sales Activities

- Prepare annual business plans for the respective territory, participating in the determination of territory market potential and in the preparation of territory sales expense estimates.
- Identify business opportunities, develop business relationships with customer base, including corporations, municipal and provincial government agencies, and closing business opportunities, as well as promoting products to new and existing customers.
- Build business relationships with the Influencer Communities, including Project Management, and Commercial Real Estate.
- Set up meetings between client decision-makers and the company's practice leaders/Principals.
- Determine, secure, and maintain new network contacts through appropriate associations, and increase PC350's visibility and presence in the market. •
- Work collaboratively with internal departments to facilitate sales through maintenance of existing accounts and projects.
- Keep abreast of industry competitors, market trends, product innovations, and market conditions.
- Provide management with critical sales information and maintain timely and accurate administrative reports.
- Develop and enhance professional sales skills through education.
- Exceed assigned sales targets.
- Become an active member of an industry organization, volunteering for a minimum of one event or committee.

Utilize Sales Force to manage and obtain pipeline

- Maintain the company's CRM system in an accurate and timely manner according to internal protocol, while ensuring data integrity.
- Develop and maintain detailed records on all calls, sales and compile the appropriate sales progress reports as required.
- Measure results by actively tracking activity and forecasts in the CRM system.

Building Profitable Business Relationships

- Foster and maintain excellent relationships with customers to grow accounts and converting leads into sales revenue.
- Develop a solid working relationship with current customers by engaging on a regular basis to continually understand their changing needs and requirements as well as offer them direct, timely information about PC350 products and services.
- Research and cultivate potential new clients through all available resources and maintain accurate up-to-date communication logs within the CRM throughout the entirety of the 'pitch' process.
- Regularly monitor and follow up with Stakeholders and end-users on opportunity status with an effort to influence the projects viability to remain in the pipeline.
- Create visibility and expand your network with community involvement, industry associations (BOMA/IFMA/etc.), leads groups and networking events.
- Create events to attract end users and construction industry influencers.
- Create and Educate Partners on the company's product offerings and designs; building an understanding on the various utilization of our products through various means such as lunch-n-learns, site visits, educational material, etc. for all vertical market groups

Supporting Sales Strategies

- Take an active part in developing sales strategies that are ambitious and challenging for assigned territory/vertical market as well as the entirety of the company.
- Remain current with supply and demand, changing trends, economic indicators, and competitors.

- Keep abreast of competitors by understanding their product offerings and pricing, while working with other internal departments to maintain a competitive position in all market areas.
- Focus on structured selling methodologies to drive a pipeline of opportunities and following up with Stakeholders on exiting opportunities in a timely and efficient manner.
- Remain current with supply and demand, changing trends, economic indicators, and competitors.

Operational Excellence

- Collaborate with the Designers and Estimators in the Internal PC350 Estimating and CAD teams to ensure the proper design intent is quoted and drawn accurately to ensure end-user satisfaction based on your project knowledge.
- Communicate regularly with other cross-functional internal teams to ensure client needs and expectations are being met by the Company; and addressing as a team any obstacles that could potentially interfere with achieving these results.
- Develop and maintain a strong working knowledge of PC350 products and hardware applications.
- Understand, support, and manage the RFI & RFP process.
- Participate in the development/enhance of the Company's product line by providing recommendations and/or ideas.
- Maintain a solid understanding of the workings regarding the Commercial Architectural Interiors industry
- Provide weekly updates and reports management on sales opportunities.
- Ensure all tasks are completed in a timely and accurate manner; engaging management when deadlines, issues and/or accuracy is a concern.
- Work closely with the Project Management team to ensure successful project deliverables.
- Close out projects with a site visit and walk through.
- Continuously improve departmental quality and efficiencies by presenting to management recommendation to enhance processes, procedures and service level agreements (SLAs).
- Follow all company policies and procedures.

Customer Focused

- Partner with various cross-functional teams to meet the needs of the customer; and together, find innovative solutions to obstacles and challenges in meeting these needs.
- Communicate regularly with other cross-functional internal Teams to ensure the client needs and expectations are being met by the Company; addressing as a team any obstacles that could potentially interfere with achieving these results.
- Provide clients with accurate and relevant information by using the appropriate method, tools and/or resources.

Qualifications:

- Minimum 3–5 years of experience in construction sales or relationship-based business development within the A&D or construction community.
- A natural people-person who thrives on starting conversations and nurturing long-term relationships.
- Strong communication and presentation skills, you can talk design, space, and solutions with confidence and authenticity.
- Organization and follow-through, you keep doors open and relationships warm.
- Comfort learning technical product and design information.
- Ability to manage a busy schedule, attend client visits, and stay active in the design and GC community.
- Proficiency with Microsoft Office and CRM systems.
- A valid driver's license and reliable transportation.

How to Apply:

Interested candidates are invited to email their resume to careers@pc350.com

Please include the following in your email:

- Your availability and salary expectations
- A summary of your relevant sales and A&D/GC relationship experience
- Any notable projects or territories you have successfully grown