

JORDAN SIMPSON

SALES AND BRANCH OPERATIONS

CONTACT

604-302-5889

jorgemsimpson@gmail.com

British Columbia

linkedin.com/in/
jordan-s-1bb986138

CORE SKILLS

- Customer relationships and sales support
- Prospecting and account development
- Quoting and negotiation
- Bids and tenders
- Technical product support
- Sales proposals
- Custom project coordination
- Branch operations and team leadership

BUSINESS TOOLS

NetSuite

QuickBooks

Pipedrive

Smartsheet

Microsoft Office Suite (Excel, Word, Outlook)

AI productivity tools



EDUCATION

Grade 12 Diploma

Sterling Education | 2011

Leadership and Influence Training

UBT | 2026

Level 1 First Aid



PROFILE

Branch Coordinator with a strong sales focus and experience building customer relationships, guiding every step of the process from initial contact through to delivering the completed product and sending the final invoice, and managing daily branch operations. As Expertec's first BC branch employee, helped grow the operation into an eight-person team serving key clients. Combines a customer-focused approach with the ability to learn technical products quickly and coordinate projects from initial enquiry through completion.



WORK EXPERIENCE

EXPERTEC

Branch Coordinator

British Columbia | December 2018–Present

- Helped establish and grow the BC branch from its first employee into an eight-person team capable of serving key clients and coordinating larger custom projects.
- Worked across the full sales cycle, including prospecting, customer visits, product recommendations, quoting, negotiation, closing, and follow-up.
- Prepare quotations for municipal and government tenders and oversee bids and tender submissions.
- Coordinate larger custom projects from initial contact through completion, including project requirements and installation scheduling.
- Develop presentations and proposals to support sales representatives pursuing new opportunities.
- Oversee branch activities across sales, operations, business development, safety, and HR; provide day-to-day branch IT support.

KLONDIKE

Warehouse Manager / Market Research

February 2016–January 2018

- Managed the warehouse and conducted market research to support business development.

ROBERTSON WALLS

Custom Project Coordinator / Installer

January 2014–December 2015

- Coordinated custom projects and led installs for their custom wood work.

PREMIUM FENCE

Installer / Crew Manager

2012–2014

- Worked as an installer on projects of varying sizes before progressing to lead the custom projects crew.