



INSIDE SALES – LENEXA, KS

We are currently looking for a skilled Inside Sales Associate to provide excellent customer service. An ideal candidate will have technical knowledge of HVAC sheet metal equipment selection, application, quoting and SELLING. Knowledge of product we stock in our warehouse and represent such as Grilles, Registers, Diffusers, Exhaust Fans, Spiral Pipe and Accessories are a plus. We are looking for people that will increase our client satisfaction resulting in growing our SALES to new and existing customers.

This is a salary position and includes a benefits package plus potential incentive compensation based on sales, as well as flexible work hours (M-F, 8hr shift between 7:00am and 5:00pm)

POSITION RESPONSIBILITIES

- Develop sales by answering phone, analyzing customer's requests, preparing & following up on quotes
- Once a PO is received, responsibilities include: booking, shop drawing prep and approval, ordering, expediting delivery and billing review
- Understand competitors; their services and associated pricing
- Maintain existing and solicit new accounts; while growing sales with both
- Meet and exceed sales and client satisfaction goals
- Team Player that will do what it takes to satisfy customers
- Willing and able to assist Warehouse Operations
- Work with Outside and Inside Sales Personnel to satisfy customers' needs including working with Accounting to ensure proper invoicing and crediting

QUALIFICATIONS

- Physically fit to walk, stand, sit, stoop, bend, lift up to 70 lbs., push and pull extensively
- Dependable, proactive and detail oriented
- Ability to multitask
- Enjoys high energy environment, is flexible and organized

EXPERIENCE

- Knowledge of HVAC / Mechanical / Sheet Metal industry is a plus, but not required
- Experience working with a Distribution Management System such as Microsoft Dynamics Great Plains is a plus
- Computer literate on Microsoft Office applications & e-mail
- H.S. diploma or equivalent