

# **KUHLMANN**

**SUPPLY COMPANY, INC.  
13836 Parks Steed Drive  
Earth City, MO 63045  
(314) 298-1114**

## **TAKE-OFF/CUSTOMER SERVICE/SALES SUPPORT PERSON**

KSCI is seeking Entry-Level and Experienced individuals with a technical background to join our growing team as a TAKE-OFF/INSIDE SALES SUPPORT PERSON.

Candidates with an interest in the engineering side will provide application and technical support to the Sales Staff for the HVAC products our company represents.

### **Preferred (but not required) Education and Experience Qualifications:**

- **Experience in the HVAC industry**
- **Experience taking-off equipment from mechanical drawings**
- **HVAC field experience**
- **Knowledge of the design and operation of the HVAC systems.**
- **Familiar with the sales process, sales support, technical support and customer service.**
- **Experience with computers and web-based programs.**

### **Main Duties:**

- **Building relationships with current customers.**
- **Provides guidance and technical assistance as well as product information for customers as required to meet their needs. Have an excellent understanding for our products capabilities and limitations.**
- **Prepare quality and accurate cost estimates, prices, proposals and supplemental information for HVAC projects.**
- **Reads and understands plans, specifications and addenda to complete accurate quotations.**
- **Document and organize work by maintaining files for each project.**

### **Other responsibilities may be:**

- **Preparing submittals, prepares and releases orders, track orders for customers.**
- **As needed: Communicate shipping information, expedite shipping when needed, follow up on shipping damage and warranty claims, etc.**
- **Other duties as required or assigned by management**

### **Skills, Qualifications and Working Environment**

- **Exceptional Customer Service and Inter-personnel skills.**
- **High level of drive, assertiveness, resilience and determination**
- **Organized.**

- **Is a motivated self-starter and self-motivated.**
- **Works well with minimal direction.**
- **Committed to servicing the customer and getting the job down correctly.**
- **Attention to detail.**
- **Address and resolve questions, concerns and problems quickly and diplomatically.**
- **Able and willing to put in the time required to accomplish our mutual goals.**

**Travel:**

- **This position will be approximately 0% travel. (Except for initial training visits)**
- **Initial training requires visiting 3 to 4 manufactures facilities for 2-3 days visits.**

**You may be required to occasionally lift and/or move up to 50 pounds.**

**Salary: Based on experience**

**Product training and support will be provided by KSCI.**

**If you are interested in the unique opportunity please send resume to:**  
[training@kuhlmannsupply.com](mailto:training@kuhlmannsupply.com)