

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 individuals with interest in the HVAC Mechanical Contracting field 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