

Primary
Accountability

In home sales of HVAC equipment, In-Door Air Quality products and Services. Our primary goal is to satisfy our customers' needs while being consistent with our marketing strategy to achieve maximum volume and pricing. The position requires strong closers and flexible hours to include evenings & weekends.

Essential Duties and
Responsibilities

- Setting an example of service and professionalism in both conduct and appearance for fellow employees and all other parties who come in contact with our organization.
- Handling informational calls, leads & appointments in a manner most likely to result in a sale.
- Taking accurate in-home surveys and properly selecting and pricing the equipment for each application/customer.
- Writing contracts and forms that protect both the customers' and the company's interests and that permit installations to be performed correctly.
- Acting as the customer's advocate. Following up on installation details where necessary.
- Working with the company and other sales reps in ongoing training and development with the goals of raising both individual and group performance.
- Providing marketplace feedback to management concerning competitive pricing and products, and customer needs/wants.
- Performing sales floor duty in rotation with other sales reps. Answering phones, directing calls, answering customer questions, taking leads, organizing sales literature.
- All other duties as assigned.
- Turning in accurate contracts and survey sheets
- Making accurate heat loss and heat gain calculations
- Follow up on change orders and customers' requests.
- Verifying commission ledger is accurate and agreeable to you.
- Request referral certificate to be sent to past customers.

Essential
Qualifications/Back
ground/ Experience

- Success requires strong communication, gathering of information, interpersonal (people) skills and the ability to work independently and also as a team. Ability to learn HVAC technical details that will result in solutions that satisfy your customer needs.

Reports To: Sales Manager