



Midwest Mechanical Solutions

## Air Distribution Specialist “ADS”

Full-Time

Midwest Mechanical Solutions is a manufacturer’s representative of some of the best-known brands in the commercial HVAC market. At MMS, strong relationships, creative solutions, and an upbeat company culture is what makes us successful. As a Top Workplace employer, we strive to find passionate and innovative people who are eager to share our goals.

We are actively seeking an Air Distribution Specialist (ADS) that can maintain and develop existing customer relationships through quality service and support of their needs.

### JOB RESPONSIBILITIES

- Generate comprehensive customer quotes for multiple products that we represent
- Prepare detailed submittals per company standard guidelines
- Download and print plot drawings, specifications, schedules, and details as it relates to project quotes
- Process stock and factory orders for customers and/or Outside Sales Representatives
- Answer phone calls, emails, and send requests to customers relating to: quotes, order processing and tracking, freight claims, product availability, and field service or warranty issues
- Manage/Coordinate project using the project management system
- Ensure desired level of profitability is obtained by consistently following the pricing structure and following established sales processes
- Maintain knowledge of HVAC fundamentals and product lines, staying informed of new products, and utilizing opportunities to further educate self, co-workers, and customers
- Fulfill customer product and service needs by utilizing product knowledge and soliciting help from other team members and other internal resources

### JOB REQUIREMENTS

- Demonstrate ability to multitask with effective organizational skills, prioritize workload, and strong attention to detail
- AAS degree in HVAC or equivalent industry experience
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Energetic with a positive attitude that is conscientious, enthusiastic, articulate, and possesses a professional attitude to handle a fast-paced work environment
- Perform quality work and meet deadlines without direct supervision
- Interact professionally with other employees, customers, and suppliers
- Work effectively as a team member
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Able to follow established sales guidelines and procedures
- Must demonstrate MMS Core Values: driven and self-motivated, can-do attitude, team player, customer driven, do what’s right and accountable

### BENEFITS

- Competitive salary and bonus program
- 401(k)
- Profit sharing
- Health insurance
- Flexible/remote opportunities
- Training opportunities

- Monthly company gatherings