



Midwest Mechanical Solutions

Drawing Desk/Plan Bid Coordinator

Flexible Schedule

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.

The Drawings position is the beginning part of the sales process. The Drawings Desk is responsible to track projects through their bid cycle and certify that the sales team has the appropriate documents needed to set up the bid.

JOB RESPONSIBILITIES

- Answer emails from Customers and Sales team regarding project information
- Track multiple projects for a various time range for different sales teams
- Download files, set up in tracking sheet information, and enter in CRM different data from Project Websites
- Print projects upon request – in variety of different formats.
- Track projects from MBEX, FMBX, NWRBX, and a variety of projects sent form contractors
- Notify sales team of any addendums or memos.
- Ability to handle a variety of other duties and responsibilities as assigned from time to time.
- 20-40 hours per week flexible schedule and able to work remotely.
- Understand and adhere to MMS Core Values.

JOB REQUIREMENTS

- Strong Microsoft Excel Skills
- Computer skills experience to include Microsoft Office suite, PDF Writer, and basic Windows environment.
- Understanding of Customer Relationship Management software (CRM)
- Ability to work independently.
- Good organizational skills with attention to detail.
- Interpersonal skills to effectively communicate with both internal and external customers.
- Demonstrated ability to simultaneously handle a large and diverse number of projects and issues with tact, cooperation, and persistence.
- 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 (if full time employee)
- Flexible/remote opportunities
- Training opportunities
- Monthly company gatherings