



Midwest Mechanical Solutions

Inside Sales - Air Distribution

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 Inside Sales - 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