



Midwest Mechanical Solutions – Job Description
Inside Sales - Engineered System Specialist “ESS”
Full-Time/Exempt

Midwest Mechanical Solutions mission statement:

Creating lifelong relationships & projects we can be proud of through creatively applied HVAC solutions

Midwest Mechanical Solutions Core Values:

- Driven/Self Motivated
- Can Do Attitude
- Team Player
- Customer Driven
- Do What’s Right
- Accountable

POSITION PURPOSE:

The Inside Sales - Engineered System Specialist (ESS) maintains and develops 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 quotations
- 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
- Associate’s Degree in Pre-Engineering or HVAC, or equivalent HVAC 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)
- Health insurance
- Monthly company gatherings
- Flexible/remote opportunities
- Training opportunities

At Midwest Mechanical Solutions, we are an equal opportunity and affirmative action employer dedicated to diversity in the workplace. Our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, color, disability, national origin, age, religion, union affiliation, sexual orientation, veteran status, citizenship, gender identity and/or expression, or other status protected by law.

The aforementioned statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the qualifications of the position. Job incumbents may be required to perform functions not specifically addressed in this job description.