



NORTHEAST HVAC SOLUTIONS, INC.

MANUFACTURERS' REPRESENTATIVE OF HEATING, VENTILATING & AIR CONDITIONING

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HVAC Inside Sales/Support:

Are you knowledgeable about HVAC, with an ability to build relationships, and achieve set goals and objectives? Currently Northeast HVAC Solutions, Inc. is in search of an HVAC Inside Sales/Support person to join our team. Candidate must have a strong commitment to learning the manufacturer's rep. business. Candidate will be responsible for blue print take-off, pricing, submittal and proposal preparation as well as order entry and follow-up. This is an entry level position with growth potential and training if necessary. Compensation is negotiable based on experience and proven results. If interested please submit resume and references to corp@nehvacolutions.com. All information submitted will remain strictly confidential. Please be sure to include the best contact information for management to contact you. Otherwise, please no phone calls in regards to this or any other positions posted.

Required Skills & Experience:

- College Degree preferred
- Ability to work in a fast paced, deadline driven atmosphere.
- Detail oriented.
- Strong desire to offer the best customer service is a must.
- Must have valid driver's license and reliable transportation.
- Proficient in all Microsoft Office Suite programs.
- Works productively and harmoniously in a team environment.
- Ability to follow direction.
- Self-starter with entrepreneurial spirit, strong organizational skills, and consistent accuracy.
- Must have excellent work ethic.