

## **Inside Sales Support – Manufacturer’s Representative Company**

Location: Elmhurst, IL

### **Description:**

Fast growing Illinois Manufacturer’s Rep firm of commercial HVAC products seeks a talented Inside Sales individual with an emphasis in project support. Must be detail and customer service oriented and have excellent organizational skills. Position requires a high level of oral and written correspondence with the Sales Team, Customers and Manufacturers to ensure timely completion of assigned projects while maintaining customer satisfaction. With an outstanding reputation for professionalism and customer service, we are the premier career opportunity for highly motivated and knowledgeable individuals in the industry throughout Chicago and Central Illinois.

### **What we offer:**

Thermosystems can offer you a chance to become part of our growing organization. We offer an environment where value is placed on:

- Teamwork as well as individual performance
- Promoting continuous personal and professional development
- Rewarding outstanding customer service
- Outstanding compensation packages, including top market pay in the industry for all roles

### **Duties & Responsibilities:**

- Works with sales team to create and maintain job files for each job throughout its duration
- Supports sales teams on assigned projects in order to optimize the job through the stages of product selection, specifications, reviewing plans, estimates, proposals, value engineering and redesigns
- Responsible for preparing correct project related data information and equipment for order entry
- Develops and maintains relationships with Mechanical Engineers, Contractors, Project Managers, and Manufacturers
- Maintains customer satisfaction by investigating concerns, implementing corrective action and communicating with customers and co-workers as necessary

### **Benefits:**

Employee benefits include:

- Medical and Dental Insurance
- Life Insurance
- Short Term and Long Term Disability

Additional benefits include: 401(k) profit sharing, Flexible Spending Accounts, and a variety of medical insurance options from Cigna, including HMO, PPO, and HSA

### **Requirements:**

- Bachelor’s Degree and 1-2 years experience in the HVAC industry a plus
- Strong PC skills in Microsoft Office 365 including Word, Excel, PowerPoint, and Outlook

Please send resumes to [jobs@thermohvac.com](mailto:jobs@thermohvac.com) or fax to 630-693-0931