



**EMERSON SWAN**

*A Swan Group Company*

## Career Opportunity

**Job Position:** Inside Sales Person in the Engineered Products Division (EP)

**Location:** Buffalo, NY Office

**Reports To:** Inside Sales Manager/Operations Manager - EP

**Salary:** Base pay plus bonus/incentive

**Benefits:** 401K, Health Insurance and Dental

**Job Description:** Provide customer and sales support for products and systems used in HVAC as represented by Emerson Swan. Customers are primarily mechanical contractors, mechanical engineers, building owners, service contractors, and wholesale distributors.

### Job Responsibilities:

1. Sales support for one or more outside salespeople
2. Quoting of jobs as required
3. Generating buy prices for small EP projects
4. Generating submittals as required
5. Generating quotes for customers calling in for small orders or items
6. Answering telephones/emails to field questions pertaining to:
  - Expediting orders
  - Parts pricing
  - Technical product issues
  - Taking orders for parts and whole goods
  - Research of project or product to answer customer questions
7. Entering orders to be dropped shipped from the factory or shipped from inventory
8. Working with vendors to identify equipment or parts and determine lead times for referral to the customer.
9. Working with vendor software to make product selections for projects.

### Job Requirements:

#### Education:

- Undergraduate degree preferred with demonstrated strong mechanical aptitude.

#### Experience:

- Preferred experience in commercial/industrial sales.
- Background in the commercial HVAC/construction/contracting markets.

#### Miscellaneous:

Must be a self-starting, results-oriented competitor. Requires excellent verbal and written communication skills, including excellent customer relations skills.

**About Emerson Swan:** Our Engineered Products, Engineered Products Canada and Applied Products divisions are specifically geared towards supporting the needs of the mechanical contractor and engineering community on plan & spec projects, design-build projects and municipal housing authority work. Emerson Swan is a nationally recognized, stocking manufacturer's representative organization serving the northeastern

United States and the Greater Toronto Area. Founded in 1932 by Thomas J. Swan, Sr., Emerson Swan is one of the largest manufacturers' representative organizations in the US.

**To Apply:** Email [canastasia@emersonswan.com](mailto:canastasia@emersonswan.com) or visit our website <http://www.emersonswan.com/contact-us/careers.html>