



**EMERSON SWAN**

*A Swan Group Company*

## POSITION DESCRIPTION

**Position Title:** Project Quotation Coordinator  
**Reports To:** Inside Sales Manager/Operations Manager - EP  
**Position Location:** Randolph, MA  
**Pay:** Base pay plus bonus/incentive

### Position Summary

Provide estimating for products and systems used in HVAC systems as represented by Emerson Swan. Customers are primarily mechanical engineers, mechanical contractors, wholesale distributors, building owners and maintenance personnel.

### Essential Functions

- Review bid lists and other requests for quotation.
- Review plans & specifications and identify products for quotation.
- Assign to inside sales team.
- Communicate with customers, associates and manufacturers to ensure timely and accurate proposals.
- Work with engineering sales team for early identification of projects, necessary equipment and potential opportunities or issues.
- Support the inside sales team technically on systems and functionality.
- Identify under-performing lines and look for opportunities. Help create strategies to improve product representation.
- Identify process improvements and assist in improving and implementing.
- Assist in training new inside sales personnel.

### Education, Experience and Miscellaneous Requirements

Education: Engineering degree preferred. Other undergraduate degree with demonstrated strong mechanical aptitude will also be considered.

Experience: Minimum three years' experience estimating and pricing equipment.

Miscellaneous: Team oriented and have strong interpersonal skills. Computer skills required.

Travel: Position requires infrequent travel for manufacturer training and jobsite visits.