

HVAC Counter Service and Sales

Full job description

Brauer Supply Company is a family business founded in 1881 now in its 5th generation of family members involved in the business. Headquartered near the Grove in St. Louis, we are a wholesale distributor of HVAC equipment and supplies, air filters, industrial insulation products and specialty fasteners operating 13 locations throughout Missouri, Illinois and Kansas. As a family business, we treat our employees like family.

Brauer Supply is seeking an HVAC Counter Service and Sales professional who will build relationships with walk in and telephone contractors and other customers, ensuring their product needs are met. This position will be based in Brauer Supply's St. Louis headquarters.

DUTIES WILL INCLUDE:

- Assist customers in identifying their needs and ensuring their order is placed correctly for delivery or pulled from current stock
- Maintain and manage daily paperwork associated with sales
- Assist customers by providing up to date product literature and specification data
- Maintain cleanliness and sales enhancing showroom and counter area
- Participate in on going training and educational programs

REQUIREMENTS OF A SUCCESSFUL CANDIDATE:

Minimum 2 years customer service experience

Knowledge of HVAC and related parts and accessories very helpful

Computer Skills

Basic Math Skills

Verbal and Telephone Skills

Ability to multi-task in fast paced environment

Job is located in St. Louis Mid-Town and is Monday through Friday days

BENEFITS

Employer supplemented health, dental and vision insurance

Employer fully paid term life insurance, long term disability and accidental death and dismemberment

401(k)

Paid vacation, sick time and personal days

Flex plan

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- On-the-job training
- Paid time off
- Vision insurance

Experience:

- HVAC: 1 year (Required)

License/Certification:

- EPA license (Preferred)

Work Location: In person

***Please send resumes to Jason.Truesdell@Brauersupply.com,
Matt.Burton@Brauersupply.com and hr@brauersupply.com***