

BRAUER SUPPLY COMPANY

Brauer Supply Company is an HVAC Distribution House founded in 1881. Now in our 5th generation of family guidance we are currently headquartered in midtown St. Louis, Missouri offering high quality products and exceptional customer service. We proudly serve the Midwest with 13 facility locations in three states to ensure our customers get what they need, when they need it.

EEOC Statement

Brauer Supply Company considers applicants for all positions without regard to race, color, sex, religion, national origin, age, marital status, veteran status, the presence of a non job-related medical condition/handicap or any other legally protected status.

POSITION: HVAC Marketing and Sales Support Specialist

LOCATION: St. Louis Headquarters; 1218 S. Vandeventer; St. Louis, MO 63110

JOB DESCRIPTION

Brauer Supply Company is seeking an HVAC marketing and sales support specialist to assist in the day to day operations of the HVAC department. This role will be integral to the operations and process management of the HVAC parts and equipment departments. Candidates with prior HVAC industry experience will be given preferential consideration.

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Work with HVAC buyers to file and monitor vendor claimback rebate applications
- Work with HVAC buyer and MIS team to ensure claimback data stays current
- Assist in establishing vendor quotes and ensuring proper billing for associated jobs
- Assist in addressing damaged equipment and repairing or attaining necessary credits
- Assist in resolving customer warranty issues working directly with the customers
- Assist in locating inventory for shipping either internally or direct to the customer
- Provide excellent customer service to both internal and external customers
- Assist in providing coverage for City Counter during high volume times and/or to employee sickness or vacation
- Participate in continuing education opportunities, internal training and certification programs
- Other duties as assigned

JOB REQUIREMENTS

- Minimum of 4 years experience in administrative roles reporting to Executive leadership
- Excellent written and verbal communications skills

- Strong time management skills with an ability to organize and coordinate multiple projects simultaneously
- Proficiency with MS Office suite (Word, Excel, etc..), UC Suite and familiarity with various printers, scanner, faxes and copy machines
- College degree or PA diploma/ certification preferred

BENEFITS

- Employer supplemented Health, Dental and Vision Insurance
- Employer provided life insurance
- Paid time off
- Flex benefits HSA plan
- 401(k)
- Employee discount

Please send resumes to Matt.Burton@brauersupply.com and Bob.Brauer@brauersupply.com