

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: Pricing and inventory coordinator HVAC

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

JOB DESCRIPTION

Brauer Supply Company is seeking a Pricing and inventory coordinator HVAC to assist in the day to day operations of the HVAC department. This role will be integral to the operations and processes of the HVAC department management as well as a an interface with the executive leadership team. The position will require both exceptional problem solving skills as well the communications skills needed to interface with both internal and external customers. Applicants with prior HVAC specific experience will be given priority.

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Support HVAC management with pricing administration by entering, oprinting and distributing updated product information and pricing information as well as other promotional collateral support material
- Work with HVAC management to improve automation of pricing maintenance
- Provide administrative and office support such as typing, spreadsheet creation and maintenance of filing system and scheduling reminders
- Maintain professionalism and strict confidentiality with all material related to company data
- Manage travel logistics including transportation and accomodations
- Prepare limited monthly and quarterly reports
- Format information for internal and external communication - memos emails, reports, etc..
- Organize and maintain office filing system
- Support HVAC management with other projects 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, disability and accidental death insurance
- Long term disability policy included
- 2 floating holidays, 8 paid holidays and 2 weeks vacation to start
- Flex benefits HSA plan
- 401(k) with discretionary profit sharing
- Employee discount
- Modern and comfortable workspaces and a real team environment - no cubes.
- Competitive salary
- Secure and free parking

Please send resumes to Matt.Burton@brauersupply.com and Jason.Truesdell@brauersupply.com