



## **Job Posting**

Date: September 6, 2019

Job Title: HVAC Inside Sales Support

Location: Mississauga

### **Role and Responsibilities:**

The primary responsibilities of the HVAC Inside Sales Support role is to:

- Review Mechanical plans and specifications
- Prepare HVAC equipment pricing and quotations
- Interface between Engineering representatives and factory
- Develop technical submittals
- Provide technical support to the Engineering community throughout Canada and the US
- Process HVAC commercial equipment orders
- All other duties as assigned

### **Qualifications and Skills:**

- Degree in Mechanical Engineering or Mechanical Technologist is preferable
- Well-versed in basic understanding of HVAC systems and/or equipment for the commercial market
- Meticulous attention to detail
- Must be able to multi-task and handle many projects simultaneously
- Excellent communication skills, both verbal and written
- Ability to meet deadlines
- Able to work in a fast-paced environment
- Attentive and responsible
- Responsive to customer needs