



INSIDE SALES ENGINEER

2016

A career at Hydro-Flo has never been so **rewarding!** We are a **family owned** manufacturer's representative that embodies the work hard – play hard mentality. Hydro-Flo offers health/dental/vision **insurance, profit sharing & 401K** programs, yearly **Christmas bonus & vacation bonus!**

The **Inside Sales Engineer** position is an opportunity to become the **technical resource** for the HVAC/Plumbing Commercial market. You'll work closely with our Outside Sales Team as well as our customers (Design Engineers, Contractors, Wholesalers, and End-Users). You'll build professional & personal **relationships** that will last a lifetime. Every day brings a new set of challenges & opportunities.

Primary Job Duties

- Outside Sales Support
 - Take directive from Outside Sales Team
 - Quoting design build work
 - Putting a job through submittal process
 - Creating submittals
 - Revising & resubmitting
 - Working towards full approval
 - Releasing a job
- Inside Sales
 - Providing expertise in all product lines
 - Assisting customers with equipment selection and system design
 - Troubleshooting on all equipment and systems
 - Assisting in parts calls for all equipment lines

Secondary Job Duties

- Estimating Support
 - Assist estimating team
- Warehouse Support
 - Assist shipping / receiving / stocking duties
- Training
 - Assist in training customers on all equipment lines

Desired Skills:

Ideal candidate has engineering background, who is organized, capable of Multi-tasking and possesses strong communication skills (primarily phone/email, in-person a plus).

Proficient use of Microsoft Suite (Outlook, Excel, Word, Power Point).

