

Position: Sales Representative

VP Mechanical, Inc. is a high level Commercial/ Industrial HVAC contractor seeking an experienced Sales Representative.

Prospective candidate can be an eager professional new to the field or have multiple years of experience within the industry

Job Description:

- Bidding, estimating, designing and quoting projects for HVAC service work, change-outs, new and renovated construction
- Use FastDuct software to do take-offs
- Preparing approved work for start-up:
 - include document details, ordering of equipment, communication with customer and giving job details to the field personal
- Follow up and review projects upon completion
- Continually searching for new customers

Desired Skills:

- Must be a driven individual that is self-motivated
- Must have good computer skills and proper etiquette when composing emails, Word documents or other forms
- Ability to learn new computer technology as it develops
- Positive attitude
- Provide excellent customer service
- Strong communication skills
- Work within a Team atmosphere

This position offers:

Competitive base salary, a company phone, health insurance, 401K and commissions based on volume. There is no ceiling on the potential commissions earned

If interested, please fax a resume to 847-468-9126 or call 847-468-9122 for more details.