



Sales and Installation Coordinator

JOB SUMMARY:

The Sales and Installation Coordinator is responsible for assisting and supporting the Sales Team's efforts to meet and exceed revenue goals. In addition, this individual will be the key liaison between Sales, Operations and the Executive Team. This position will coordinate, communicate and process all related correspondence, contracts and any other pertinent reports.

ESSENTIAL FUNCTIONS:

- Initiate and maintain a good working relationship with all team-members including Sales, Operations, internal personnel and external clients, including the Executive Team.
- Provide good customer service with follow up on any /all requests.
- Coordinate and process contracts, internal work orders, paper request forms, client posting instructions, completion reports, credits, rebates and all other paperwork associated with completing the sales process.
- Coordinate and track production activities of accounts and provide accurate completion reports upon installation.

PHYSICAL/MENTAL DEMANDS, ENVIRONMENT:

Multiple concurrent tasks, frequent interruptions, mathematical skills, verbal and written communication, and detailed work. Must be able to maintain highly confidential information.

ADDITIONAL FUNCTIONS:

- Support and exhibit behavior consistent with the Sales and Service Philosophy of Matheny Heating & Cooling.
- Act with diplomacy as a representative of Matheny Heating & Cooling.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

- Computer Skills: Microsoft Excel, Microsoft Word, PowerPoint and Outlook
- Must be professional, multi-task oriented, and able to communicate clearly, comprehensively with complete personal and professional integrity.
- Strong interpersonal, written and organizational skills.



- Self-motivated with at least 3-5 years of professional work experience (preferably in the Sales, Purchasing or Operations field) ... a “Whatever it Takes” philosophy.
- Ability to organize multiple responsibilities and projects at once.

RESPONSIBILITIES:

- Answer incoming sales calls
- Manage live chat on the website
- Qualify leads
- Distribute leads to the Sales Team
- Discovery calls
- Craft lead-generation Emails
- Update records in the database

BENEFITS:

- Competitive Salary
- Flexible PTO
- 401(k) plan with company contribution
- Medical, dental, and vision

JOB TYPE:

Full Time