

Inside Sales Engineer

Job Summary

We are looking for a qualified **Inside Sales Engineer** to join our Austin office. This is a career opportunity to work with a premier leader in the industry. The primary job function for this position is to provide sales support to our sales representatives and our customers for our line of **HVAC Applied Equipment**. These products include our hydronic and DX equipment lines, lab exhaust, and energy recovery systems primarily. Our ideal candidate will have a Bachelor's degree in Mechanical Engineering or a technical field and knowledge of HVAC and commercial construction.

Responsibilities

- Supports our outside sales team and our customers to ensure customer satisfaction and future sales
- Prepares accurate estimates to minimize risk while maintaining low costs
- Prepares technical submittal packages for engineering approval
- Assists sales and our customers with product selections and application
- Coordinates product delivery to the jobsites
- Manages warranty and field related issues
- Maintains our CRM and an organized electronic project filing system

Knowledge and Skills Requirements

- Minimum Education required: Bachelor Degree in Mechanical Engineering or in a technical field preferred
- Prefer related experience in the construction industry
- Experience with reviewing and understanding construction drawings
- Detail-oriented, organized and continually strives for accuracy and quality
- Self-starter, with the ability to problem solve and follow-through with minimal supervision
- Flexible, with the ability to work in a position where daily tasks are never the same
- Excellent customer service and communication skills
- A team player with a positive attitude
- **Advanced** knowledge of Microsoft Suite of products