



<b>Job Title</b>	Commercial Inside Sales Representative
<b>Department</b>	Sales
<b>Location:</b>	North Burnaby
<b>Reports to</b>	Commercial HVAC Sales Manager, BC

### Scope of the position

Commercial Inside Sales Representative promotes and sells York and other commercial equipment to dealers, contractors, engineering firms and building owners. The individual is responsible for new business development, strengthening current customer relationships and promoting products in an exciting fast paced team environment. The position demands strong sales, time management and business development skills.

### Duties and Responsibilities

- Develop and retain long term relationships with current and prospective customers
- Position includes inside sales support and outside sales calls ( including Engineers calls)
- Seek opportunities to increase company revenues and market share in specific product lines, primarily York and Fujitsu
- Proactively seek opportunities to strengthen our brands in the market.
- Maintain sales and profitability forecast by customer and product line.
- Keep abreast of current and future product line developments.
- Assist in system design support and suggest products to suit varied customer needs and projects.
- Provide detailed product and technical information to customers.
- Manage multiple projects with tight deadlines from start to finish.
- Support and assist other Commercial Sales team members.
- Participate in appropriate professional and skill development training as necessary.
- Participate in conferences, tradeshow and other networking events.
- Travel within the province as required.
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed.

### Skills and Qualifications

- A minimum of 3-5 years HVAC sales experience with a solid understanding of air movement, mechanical systems and components.
- Minimum of grade 12 education with additional training in marketing/sales or equivalent experience.
- Diploma in Mechanical Design is preferred.
- Strong sales and customer relations experience within the HVAC industry.
- Commitment to excellent customer service.
- Proficient with Microsoft Office Suite & familiarity with various supplier programs and websites.
- Ability to present sales and product training sessions to customers and RSL Team.
- Team player with an ability to thrive in a fast-paced environment.
- Proven ability to prioritize projects and meet tight timelines.
- Effective listening, communication (verbal and written), presentation and negotiation skills.
- Professional business acumen, demonstrated integrity and ethical standards.
- Strong interpersonal skills.
- Manages time effectively and adapts quickly to changing priorities with proven results.
- Valid Driver's License and a clean driving record.