

ELLINGSON

Plumbing, Heating, A/C & Electrical

Job Title: Sales Representative
Department: Business Development
Location: Alexandria, MN

Position Summary:

The Sales Representative is responsible for providing support, estimates, and sales to new and existing commercial customers focusing on preventative maintenance associated with each of the trades within Ellingsons.

Essential Job Functions:

- Seek potential commercial customers for HVAC, plumbing, and electrical systems equipment preventative maintenance in person, by phone, or email
- Develop and maintain relationships with commercial customers
- Create, sell, update, and maintain commercial preventative maintenance contracts
- Document and Report all sales activity to the VP of Business Development

Qualifications:

- 2+ years of sales experience
- Plumbing, HVAC and electrical system knowledge preferred
- Interpersonal skills to develop relationships throughout the company and customer base
- Excellent active listening, negotiation and presentation skills
- Results Driven
- Organized
- Solution thinking
- Proficient in Microsoft Word, Excel, Outlook, and web search