

## **Title: Outside Sales Engineer (Commercial)**

### **Position Summary:**

**Outside Sales Engineer (Commercial)** sells commercial equipment, grows commercial sales, provides engineering support and design assistance to contractors, mechanical engineers, internal Technical Engineers/Assistants, Inside Sales Engineers and Inside Sales Support. Performs any other job related duties deemed necessary and/or assigned by supervisor

### **Key Duties and Responsibilities:**

- Provide sales and order support to mechanical contractors, includes pricing, delivery, etc.
- Provide order information and support to internal staff
- Provide engineering assistance to mechanical contractors for equipment applications
- Provide engineering assistance to mechanical engineers including system selection, equipment application, problem solving, etc.
- Visit customers daily
- Grow commercial sales, maintain assigned customer and contractor accounts
- Attend sales meetings
- Identify and develop new business opportunities
- Develop and maintain professional and personal relationships with key business account personnel
- Manages projects and respond to customer requests
- Develop and conduct presentations to train and promote HVAC manufacturers
- Maintain a working knowledge of products and manufacturers represented by Sigler, including the maintenance of manufacturer literature and pricing
- Prepare pricing and preparation of proposals from a set of construction documents, plans & specs, including a review of the project bid form and an understanding of its impact on the equipment proposal
- Equipment selection and pricing
- Manage the progression and project schedule of secured projects and coordinate with the customer and company personnel
- Become familiar with factory personnel, product, model numbers, descriptions, etc.
- Provide insight, suggestions, and enhancements to all current responsibilities
- Participate in factory training
- Professional and reliable transportation is required

### **Critical Knowledge and Skills:**

- Must have extensive knowledge and back ground in HVAC systems and applications, equipment selection software, and product knowledge
- Must have excellent sales and customer service skills
- Proficiency with Windows applications, mainly Word, Excel, Power Point, and ability to learn manufacturer specific selection, design and pricing software
- Read, analyze and interpret construction drawings and specifications
- Respond to inquiries or complaints from customers

- Apply technical formulas and mathematical concepts as necessary in response to customer requests
- Define problems/issues, gather data, establish facts, draw valid conclusions, and execute a plan to resolve the issue
- Decision Making: make judgments after analysis of available information and respond with a timely decision
- Develop and work a plan and prioritize tasks
- Speak articulately one-on-one and to small groups
- Compose and articulate grammatically correct written communication
- Perform under difficult conditions such as simultaneous deadlines
- Handle conflict
- Work independent and remotely
- Proven success calling on mechanical contractors, general contractors, mechanical engineering consultants, and building owners.
- Strong multi-tasking and organizational skills
- Good judgment and planning skills

**Effort:**

- Visits customers most of the day, travels to job sites, and attends meetings both inside and outside of the office.
- Spends time in the office either on the computer, using phone or handling office material.
- Works is fast paced with multiple deadlines and demands and frequent interruptions. Need a high level of concentration.

**Working Conditions:**

- On the road driving in all kinds of weather and traffic conditions
- Works in a clean well-lighted, well heated and in summer, air-conditioned office.
- Work will include off hour activities and variable hours.

**Education and Experience:**

- BS in Engineering, Mechanical Engineering degree is preferred or equivalent experience
- Minimum of 5 year experience in HVAC Sales