



## **Are you confident, outgoing, driven and self-disciplined and looking for a company that puts people first??**

We are a growing wholesale distributor looking for these qualities in future employees!

American Metals Supply Co., Inc. is a leading wholesale distributor of sheet and coil steel, prefabricated duct & fittings and a complete line of HVACR products. Since 1962, American Metals Supply has focused on providing top quality products and service to our customers. Today with 8 locations, American Metals Supply is a family owned company, distributing products in 10 Midwest states.

We are currently recruiting for an open position of Inside Sales Representative / Branch Manager Trainee at our Springfield, IL location. This position requires a self-starting, well organized individual who works well with others and is willing to learn. We are searching for the person looking for a career, not just a job.

We offer an excellent benefit package including Health, Dental, Life, Vision, AFLAC, and **6%** matching 401K & profit sharing. Paid time off with seven paid major holidays every year.

### **GENERAL DESCRIPTION OF DUTIES**

- Receive requests via phone, fax and email for quotations, orders and lead times
- Conduct sales of HVAC sheet metal and supplies over the phone and over the counter
- Follow up with customers on pricing inquiries
- Contact manufacturers for current lead time information and special customer delivery requirements
- Assist outside sales for requests for customer related needs when required
- Knowledgeable about existing product lines and newly launched products
- Educate customers on technology, features and benefits to improve sales and customer satisfaction
- Attend/participate in internal meetings, vendor training and trade shows

### **WORK EXPERIENCE REQUIREMENTS**

- Previous experience in sales / customer service is required
- Ability to learn quickly to successfully sell HVAC products and deliver stellar customer service
- Possess solid interpersonal skills
- Creative problem solving skills
- Highly motivated and ability to work individually and in a team environment
- Interact effectively at multiple levels (warehouse employees, customers, suppliers, management)
- Computer literate in Word, Outlook, and Excel; Eclipse/Solar a plus
- HVAC experience a plus
- Maintain high integrity and professionalism

### **EDUCATION REQUIREMENTS**

- Minimum High School Diploma, college preferred but not required