

Are you confident, outgoing, driven and self-disciplined?

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

American Metals Supply Co., Inc. is a family owned, leading wholesale distributor of sheet and coil steel, prefabricated duct & fittings and a complete line of HVACR products.

We are currently recruiting for an open position of Inside Sales Representative at our Lenexa KS 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. Potential to earn monthly and annual bonuses. Paid time off in addition to seven paid major holidays every year.

GENERAL DESCRIPTION OF DUTIES

- Maintain and service accounts
- Receive requests via phone, fax and email for quotations, orders and lead times
- Conduct sales of HVAC parts and supplies over the phone and over the counter
- Assist outside sales for requests for customer related needs when required
- Educate customers on technology, features and benefits to improve sales and customer satisfaction

WORK EXPERIENCE REQUIREMENTS

- Technical aptitude to 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
- Distribution experience a plus, but not required
- Maintain high integrity and professionalism

EDUCATION REQUIREMENTS

- Minimum High School Diploma, college preferred but not required