



Position: Design/Build Light Commercial Sales Manager

Location: Ceres

Compensation: \$65K + Commission (Potential of \$50K commission per year)

Reports to: President

BASIC FUNCTION: Enhance and utilize relationships with architects, direct customers and general contractors by providing a variety of HVAC/R engineering/CAD, estimating, and project management services.

ORGANIZATION RELATIONSHIP: This position has constant contact with prospects, customers and clients requiring professional tact, cad services, and strong/written communication skills.

BASIC RESPONSIBILITIES

- Provide design/build/CAD services for your customer base.
- Provide quotes for the same and coordinate with project managers when awarded the job.
- Negotiate a fee for work that is designed by you and your department and the actual installation is not performed by IC Refrigeration.
- Provide CAD services for supervisor in respect to his customer base.
- Track quotes vs sold leads.
- Ensure bid/spec work has been delegated, quoted and followed up with as bid results become known. Adjust and review quotes as market conditions warrant.
- Ensure material take offs are accurate as possible and given to inventory control for order placement and job delivery.
- Track accuracy of take offs vs actual and adjust accordingly.
- Maintain regular contact with your customers.
- Maintain set office hours.
- Follow up and oversee jobs that have been awarded to ensure completion.
- Ensure customers are paying within agreed upon terms. Communicate with the controller in a timely manner in respect to discrepancies.
- One of the tenants of this position is to relieve Supervisor of some the daily sales responsibilities this would enable supervisor to sell what and when he wants.
- This is a management position and expectations are this position will reflect the professionalism that IC expects from its management team.
- Participate in professional organizations to help stay current with current market trends and products.
- Help facilitate change and improvement by learning, adapting to and incorporating new technologies as they become available.

If you would like to apply to this position, please contact your Applicant Coordinator at:

Last name begins with A-K: 916-854-3881

Last name begins with L-Z: 916-854-3882