



UEP Northeast
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UEP Northeast currently has an opening in our Blue Bell office for a Sales Coordinator. We are a manufacturer's representative in the HVAC industry specializing in hydronic & steam equipment. We promote our equipment to mechanical engineers and ultimately sell to mechanical and sheet metal contractors. The company is in a growth phase and we need an inside salesperson to support the outside sales staff. This person will manage all pre-sale and post-sale activity. For pre-sale this includes bid coordination, estimating, plan/spec review, preparation of quotes, communication with customers, etc. Post-sale includes generating submittals, preparing purchase orders and invoicing customers. This is an exciting opportunity to be an integral role in all phases of the sales cycle, with plenty of room for growth.

The primary functions will be highly structured with an emphasis on attention to detail and organization. Day to day activities will vary over a broad spectrum of responsibilities, delivered in a fast-paced working atmosphere. Candidates should possess a customer service minded approach to their daily interactions with current and prospective clients. UEP Northeast's sales environment requires the candidate to thrive and support the company's team-based sales culture.

INSIDE SALES JOB DESCRIPTION

The Sales Coordinator's primary duty will be to manage information flow throughout the office. He or She will work closely with the outside sales staff, the accounting department, the manufacturers we represent and customers. The person will receive all incoming bid requests and screen prospective projects to determine applicability of our current product offerings and assemble all data necessary to bid. The candidate will be responsible for maintaining a bid calendar of these prospective projects. Estimating duties for upcoming bids will be assigned internally by management based on current work load and technical expertise.

Once a sale has been successfully negotiated, the inside sales candidate will take on a project management role: placing orders with the factory, coordinating deliveries, submitting invoices, and generally acting as the liaison between the customer and the factory.

Additional duties include (but are not limited to): handling incoming phone calls, placing parts orders, providing customers accurate and timely information, and maintaining various databases with up-to-date job tracking information.

SALES COORDINATOR ESSENTIAL FUNCTIONS

This includes but is not limited to:

- Review all incoming bid requests and determine product applicability
- Gather/organize documents (specs/ drawings) necessary to bid
- Use company provided software to generate quotes
- Follow up with customers after bid day to learn project status
- Grow relationships with customers, including engineers and contractors
- Generate submittals and any re-submittal required for approval

- Attend project review/coordination meetings
- Enter orders with factories, provide acknowledgement and lead time to customer
- Formulate invoices once equipment ships
- Coordinate and resolve any project related issues (Delivery, Warranty, Parts, Service, Returns)

This job description in no way states or implies that these are the only duties to be performed by this position. The employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Work is primarily in an office environment

Requires collaborative team work within a supportive environment

Verbal and Written communication should be friendly, pleasant, and professional

Must be able to use a computer to access, input and retrieve information. Proficient with Microsoft Office software (Word, Excel, Power Point). AutoCAD experience a plus.

Must be able to move files and materials generally weighing up to 20 pounds

The ideal Inside Sales Coordinator candidate will have:

- 1 to 3 years Inside Sales Experience (desired but not required)
- Associates or Bachelors Degree (desired but not required)
- Strong attention to detail
- Familiarity with Mechanical Drawings and Specifications
- Mechanical aptitude a plus
- The ability to handle issues in a fast-paced environment
- The ability to work independently without close supervision
- A strong work ethic
- Excellent interpersonal and communication skills
- Strong customer service and relationship building skills
- A valid driver's license and a clean motor vehicle record

Benefits Highlights:

- Medical Insurance - Available to all full-time employees and is generously subsidized by the employer
- Dental Insurance and Discount Vision Plan - Available to all full-time employees at their own expense
- 401(k) Employee Retirement Plan – The employer will match contributions up to 3% of participant's compensation and 50% of contributions up to the next 2% of compensation. Employees are 100% vested in the employer's safe-harbor matching contribution
- Life Insurance – provided to all full-time employees, equal to one year's salary, up to a maximum of \$50,000

- Long-Term Disability - Equal to 60% of one month's salary, up to a maximum of \$5,000/mo
- Potential for bonuses based on the business' overall success.

To learn more about UEP Northeast, please visit our website – www.uepnortheast.com.

If interested, please e-mail your resume to Jeff Smollon – jeff@uepnortheast.com.

Thank you in advance for your interest.