



Career Opportunity

HVAC Customer Service Representative

We are seeking an energetic, motivated, customer focused individual to deliver exceptional service to installing contractors.

Essential functions:

- Field incoming calls and e mails from installing contractors and field sales representatives for order placement, product quotation, product specification, shipping, and inventory status.
- Process customer orders through ERP system.
- Complete and transmit customer quotations.
- Coordinate with logistics to provide shipping and inventory information.
- Provide technical documentation and answer product questions.
- Work with the Customer Service team to mutually insure customer satisfaction.
- Participate in ongoing training to increase knowledge base and skill set.
- Work under limited supervision.

Qualifications:

- Knowledge of HVAC parts & Solar systems required
- A strong drive to learn, grow, and succeed.
- Interest in technical/mechanical equipment.
- Strong knowledge in Microsoft Office suite.
- Excellent typing and communications skills.
- Ability to collaborate in team environment.
- Ability to meet deadlines and multitask.
- Ability to prioritize in dynamic environment.

Applicants must show a clear commitment to working in a team environment, continuous learning, and to resolving customer needs. Must be flexible, reliable, a quick study, and have a positive “can do” attitude.

Submit resumes and cover letters to Dawn Kehrwald at: dkehrwald@cfmequip.com

About CFM Equipment Distributors, Inc:

We have been a leading distributor of HVAC and solar products for over 30 years. CFM Equipment Distributors employs innovative, creative individuals that are motivated to succeed. We offer great benefits including medical, dental, 401(k), education assistance, vacation/sick leave and paid holidays. We promote a friendly, cooperative, team environment. Do you want to be a part of a team that values your teamwork and excellence?

CFM Equipment Distributors, Inc. is an equal opportunity employer and considers all qualified applicants regardless of race, gender, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.