



Job Posting

Job Title: HVAC Counter Sales/Warehouse

Posting Date: May 5, 2017

Location: Ft. Wayne, IN

Job Description: Williams Distributing, a local HVAC distributor, is looking for a motivated individual to join their growing team as an HVAC counter sales/warehouse employee. Candidates must have outstanding interpersonal skills, strong organizational skills, be detailed oriented, creative, and computer literate, and possess superior problem-solving and leadership skills. We are looking for someone who is self-motivated and works well with customers and fellow staff members.

Responsibilities: Maintaining the parts showroom
Taking and processing orders for customers
Working with members of the sales staff as necessary
Assisting with customer service inquiries
General warehouse duties/Unloading or loading product
Other responsibilities as determined by supervisor

Requirements: Must have prior HVAC experience
Computer skills (Outlook, Word, Excel)
Must have a valid driver's license

Pay: Competitive hourly rate w/ bonus opportunities

Benefits: Paid Time Off (sick/personal & holiday)
Insurance Incentives (Health, Dental, Life, Disability, Flex Accounts)
401k w/ match

Contact Info: careers@wmsdist.com

To Apply: Email or send resume to:

Williams Distributing Co.
Attn: Human Resources
658 Richmond St. NW
Grand Rapids, 49504

Williams Distributing is an Equal Opportunity Employer