

## Job Posting

**Job Title:** HVAC Counter Sales

**Posting Date:** April 10, 2017

**Location:** Bay City, MI

**Job Description:** Williams Distributing, a local HVAC distributor, is looking for a motivated individual to join their team as an HVAC counter salesperson.

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  
Participating in training  
Addressing and resolving customer issues on a timely basis  
Assisting with customer service inquiries  
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:** Compensation is highly competitive and directly related to sales and project profitability.

**Benefits:** Paid Time Off (sick/personal & holiday)  
Health, Dental, Vision, Disability, Life insurance  
401k w/discretionary match

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**Contact Info:** [careers@wmsdist.com](mailto:careers@wmsdist.com)

**To Apply:** Email or send resume to:

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