

## **Inside Sales Engineer Internship/Entry-Level Position**

### **About Flow Tech, Inc.**

Flow Tech, Inc.'s mission is to provide products and services that have a direct effect on how commercial buildings operate. We pride ourselves in offering:

- The premier source of new VFD applications, retrofits and servicing all brands of existing VFDs
- The finest critical airflow control solution in the market providing a safe and energy-efficient environment for building occupants.
- The highest quality custom-built air-handling units providing a dependable means for building owners to provide conditioned air to occupants.
- Multiple technologies of heat recovery allowing owners to run their buildings at peak efficiencies.
- A service department that is educated and experienced and provides a level of service that goes above and beyond customer expectations.

We are a full-service heating, ventilating and air conditioning (HVAC) equipment manufacturer's representative celebrating over 25 years of business. We are located in South Windsor, CT and are looking for a motivated individual to help us reach the next level of success and fulfillment.

Our product lines include ABB variable frequency drives, Air Enterprises custom air-handling units, Air Monitor Corporation airflow stations, Aircuity facility monitoring systems, ebm-papst, Inc. EC fans, HPT heat pipes and M.K. Plastics corrosion resistant exhaust systems, as well as, Phoenix Controls critical airflow control systems, Steril-Aire UVC applications, TAMCO dampers and louvers, Thermowheel energy recovery wheels, TMI Climate Solutions custom air-handling and hydronics, TOXALERT hazardous gas detection systems, Twin City Fans and blowers, and VAW noise control products. We serve the pharmaceutical, research, healthcare, education, commercial and water and waste water markets in Connecticut, Western Massachusetts and a few counties in New York.

### **Responsibilities**

Key responsibilities entail coordinating with end-user customers, consulting engineers, vendors, manufacturers and the contracting tier. Duties will include equipment take-offs from plans and specifications, pricing, quoting, follow-up, trouble-shooting over the phone and support of the sales organization. Considerable contact with a wide range of people via telephone and internet are required. Specific duties include:

- Equipment take-off from plans and specifications
- Product pricing based on phone conversations, as well as equipment take-offs
- Contact contractors to determine bidder lists for particular projects
- Prepare job quotes for projects and customers
- Provide customers with product information

- Proactive outbound calling to find out successful contracting bidders for project quotes
- Process customer orders within the company's and vendors' software platforms
- Order expediting
- Complete ongoing product training either in class or online
- Work with product vendors and manufacturers to assist and fulfill customer needs
- Availability during normal customer working hours (8 AM to 5 PM)
- Interact and support the outside sales team

### **Personal Characteristics**

- Smart, energetic, tough and persuasive
- Ambitious with a willingness to learn
- A people-person who can represent the company well with its customers.
- Likeable, engaging and fun to be around
- A clear and willing communicator who enjoys revealing how our products work
- Able and willing to confront tough issues, but in a way that leaves a positive emotional wake
- A doer- able to get things done, working independently
- The ideal candidate will have a strong work ethic, excellent communication and organizational skills, and a desire to build strong internal and external relationships.

### **Preferred but not Required Qualifications**

- Electrical, mechanical or some sort of engineering background and/ schooling
- Sales experience
- Prior knowledge of HVAC equipment and systems

### **Evolution of the Position**

The candidate will start as an Inside Sales Engineer Intern and work through the summer. For exceptional interns Flow Tech may offer them to continue working through the school year on a part-time basis, depending on their availability and school schedule.

Upon graduation the intern could potentially be offered a full-time, permanent Inside Sales Engineer position. After 1 to 3 years, progression into an Outside Sales Engineer role is possible.

### **Student Benefits**

- Full-time, paid summer position
- Potential for part-time hours during school year
- Explore a rewarding prospective career opportunity
- Be mentored and learn from industry experts
- Gain valuable business/construction experience
- Product training and jobsite visits



HVAC Products  
Systems Design  
Service  
AA/EOE

**At Flow Tech, Inc. we value a positive attitude and a belief in doing things right. Our employees are the foundation of our success and we make employee fulfillment our highest priority.**

**To be considered for this position, please email your cover letter and resume to Nichole Petersen, [npetersen@FlowTechInc.com](mailto:npetersen@FlowTechInc.com).**