



## Sales Coordinator

39 Everett Dr., Princeton Junction, NJ 08550

**Princeton Air Conditioning, Inc.** has been family owned and operated since 1971. As one of the Capital region's premier comfort providers, Princeton Air has built a responsive organization that focuses on attending to the needs of the region's more discerning clientele for all of their home or businesses' Heating, Cooling, Hot Water & Plumbing, Backup Power, Insulation & Air Sealing needs and more. With employees on call 24/7/365, Princeton Air's team of experienced representatives and certified technicians provide only the most efficient and timely services available, and make every effort to ensure that improving comfort is an easy and convenient process.

As the Sales Coordinator, your main objective is to respond to various customer inquiries, schedule visits, provide support to the Residential Comfort Advisors & the Sales/Marketing Leader. In addition, you will be responsible for various initiatives that support the company's strategic growth plans.

### **Responsibilities:**

#### Sales Coordinator (85%)

- Maintains a high-level call booking rate with consistent customer follow-up to ensure that Comfort Advisors conduct visits with **all** sales leads.
- Provides administrative support for sales, such as printing lead sheets and managing customer information
- Contributes to the development of the company sales activities and strategies
- Updates Scorecards and L10 Agendas as well as additional sales reporting
- Maintains electronic sales proposal system and supports Comfort Advisors
- Processes permits and coordinates with local municipalities
- Supports the Comfort Advisors with job folder processing
- Assists customers with financing inquiries and communicates with finance vendor
- Coordinates with Comfort Advisors to facilitate follow up communications to prospects and customers
- When needed, acts as back up to the Call Center for service call scheduling
- Maintains general knowledge about the products and services we provide
- Provides job pricing to technicians when needed
- Ensures that the sales inquiry process is conducted in a timely manner that meets internal core processes and customer time frames

#### (15%)

- Coordinates conference rooms and meal arrangements
- Provide core administrative support such as faxing, filing, and copying



- Manage calendar on a daily, weekly and monthly basis, including all appointments, meetings and conference calls
- Create memos, meeting agendas and other correspondence
- Ensure accuracy on all projects and correspondence
- Constant ability to be preemptive in problem solving and anticipating difficulties

### Requirements

- Effective time management and analytical skills
- Excellent written and verbal communication skills
- Strong PowerPoint, Outlook, Excel, and Word skills
- Sets appropriate deadlines and priorities
- Highly organized with exceptional follow-through abilities
- Outgoing personality that blends well with a fast-paced, goal-driven environment
- Highly motivated, flexible and great attitude on life

### **We are proud to offer outstanding benefits that include:**

- Medical, Dental & Vision Insurance
- Paid Vacation /Sick Days
- Paid Holidays
- 401(k)
- Profit sharing
- Outstanding Company Culture
- Ongoing Training Opportunities

### **Princeton Air's Core Values:**

- Thirst For Knowledge
- Whatever It Takes
- Embraces Change
- Relentlessly Positive
- Eager To Serve
- No Jerks

**Employment Type:** Full-Time

**Contact:** Scott Needham at (609) 799-3434 x. 6502 or [scott.needham@princetonair.com](mailto:scott.needham@princetonair.com)

**Apply Online:** [www.princetonair.com/careers](http://www.princetonair.com/careers)

