



May 1, 2024

Position – Sales Assistant, Allentown, PA

This is a key position in our firm with duties including but not limited to the following:

- Provide administrative support to the HVAC equipment sales team
- Assist in managing sales orders, contracts, and invoices
- Coordinate with customers and vendors to ensure timely delivery of products
- Maintain accurate records of inventory and sales transactions
- Prepare and distribute sales reports and forecasts
- Respond to customer inquiries and provide product information as needed
- Collaborate with the sales team to develop and implement sales strategies
- Perform other duties as assigned to support the sales department

This position is not a secretarial position, however since EBS is a small company, all employees are expected to assist as required with secretarial tasks. These tasks are exceptions, not the norm.

Training will be ongoing and is required to succeed. EBS will provide both informal and formal training.

Qualifications: 3-5 years experience in sales support required. Industry experience and experience in Microsoft Office suite a plus.

About Engineered Building Systems: EBS is a manufacturer's representative specializing in the design and application of HVAC systems for commercial and industrial buildings. Whether renovating an existing building or beginning a new construction project, EBS is the source for engineers, contractors and building owners to turn to for professional assistance. EBS is able to provide a complete "engineered building system" for hospitals, universities, office buildings, distribution warehouses, and many other commercial and industrial facilities. EBS currently operates ten offices across Pennsylvania, New York, and West Virginia.

Other information:

- Salary range: \$50,000-\$60,000
- Location: Allentown, PA
- Benefits: Paid vacation and sick time, health insurance paid for and provided by EBS, dental and vision insurance available as employee contribution, 401k contribution
- Must be authorized to work in the United States
- Please visit us at www.ebshvac.com

Contact: Please send resumes to Samantha Martin at careers@ebshvac.com