



## Inside Salesperson

We are looking for a motivated, career-minded individual to join our team and provide excellent service to our customers.

### Duties and Responsibilities

- Assist customers in person or on the phone in a professional manner
- Increase sales by communicating specials and promotions to customers
- Build quality relationships with customers
- Accurately process orders and follow up on related tasks
- Maintain orderly appearance of the store
- Understand and adhere to safety rules and regulations
- Provide quotes to customers
- Attend workshops and seminars and strive for constant improvement
- Record purchase orders and warehouse transfers correctly
- Load and unload trucks when necessary
- Set up and maintain displays as needed
- Maintain literature and other informational material available to customers

### Qualifications and Skills

- High school diploma or equivalent
- Additional certification from college or technical school a plus
- Ability to operate or learn to operate forklifts safely and pass safety test
- Ability to lift up to 50 pounds
- Ability to interpret documents to maintain accurate records
- Ability to handle phone calls and customers in a courteous manner
- Common sense and ability to follow directions
- Ability to research product information and make informed decisions
- Ability to calculate figures such as discounts, percentages, etc.
- Technical knowledge related to HVAC or the willingness to learn
- Experience in the HVAC industry a plus, especially customer service
- Basic computer skills
- Knowledge of industry software a plus

### About Crescent Parts & Equipment

Crescent Parts & Equipment is a third-generation, family-owned wholesale distributor of HVACR parts and equipment with 15 locations across Missouri and southern Illinois and over 70 years of industry success.

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### Benefits

We offer a competitive salary and outstanding benefits, including: medical, long-term disability, 401(k) with company match, tuition reimbursement, paid time off, and more.

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### To Apply

Visit the Careers page at [crescentparts.com](http://crescentparts.com) for information about how to apply.

*CPE is drug-free and committed to employing a diverse workforce*