



HVAC WHOLESALER - TERRITORY SALES MANAGER POSITION

PRIMARY PURPOSE

- Achieve the building of market share with sales and service in assigned account base and/or marketing territory. This includes communicating the needs for our products, handling technical questions, service and objectives, while maintaining close communications with management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creating and closing sales.
- Conduct sales calls to assigned accounts as well as prospective customers to explain the products and services we offer.
- Qualify account needs while identifying contact person.
- Quote our established prices and persuade the customer to buy.
- Handle price objections, negotiations and preparation of bids.
- Sales rep must be able to identify their job duties and that of others so as not to confuse their "role" in taking care of the customer.
- Record, update and analyze account information to identify sales strategies and objectives.
- Process requests for literature and vendor product information.
- Regularly update all customer information on assigned accounts.
- Submit a call record of customer calls using the ROAM software system, updating upcoming weeks call calendar. TSM is also responsible for monthly discussions of results, market information and customer problems.
- Responsible for maintaining a self-directed approach to the study of new products, literature, promotions and trade publications.
- Responsible for various planning sessions with management to review sales results, objectives and various sales and product strategies.
- Provide a continual feedback of marketing information.
- Keep the customer up to date on product and pricing information.
- Make the customer aware of product and marketing developments.
- Help in the collection of past due accounts.
- Use good judgment when keeping the customer satisfied.
- Maintain excellent customer service and work in a team environment.
- To provide the customer with increased personal contact in regards to responding to their needs. This function will enable you to aggressively respond to and meet sales opportunities as they occur in the market by serving as the source for customer's required information.

QUALIFICATIONS AND EXPERIENCE

- The TSM person ideally would have a background in HVAC/R trade.
- A college degree is preferred, but not required.
- Mechanical aptitude, familiarity with repair procedures, and product knowledge will assist in the success in the role.
- Most importantly, the Outside Sales person should also have the ability to establish a comfortable rapport between the customer and our company in an effort to solicit orders for product or services in person and over the telephone.

Applicants must be authorized to work in the US.



Key Refrigeration Supply is a 6 branch HVAC/R wholesaler based in North Kansas City, MO. We are locally owned with a culture of serving our employees and customers with respect and honesty. KRS employees pride themselves with providing customers with a personal, yet professional approach. We are a customer focused wholesaler in a competitive industry that supplies products and solutions to the needs of HVAC/R contractors and institutional maintenance departments. This position offers a Monday through Friday, 8:00 am – 5:00 pm position. We offer fantastic benefits that include Health and Dental Insurance, company paid Life Insurance and also a company matching 401K plan. All employees are eligible for individual and company bonus programs



Below is a link for the Predictive Index® Behavioral Assessment. This assessment is required in order to complete the application process. Please set aside 5-10 uninterrupted minutes for completion, although you have unlimited time to complete the assessment once it is started. This assessment does not measure intelligence, education or experience. It simply evaluates your work and communication styles. The goal is to gauge your compatibility with our company culture and the position.

Please click [here](#) to take the culture survey index

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT
QUESTIONNAIRE
AN EQUAL
OPPORTUNITY EMPLOYER

LAST FIRST MIDDLE

PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NO.	
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP
PERMANENT ADDRESS	APT. NO.	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? YES NO		PHONE		

DESIRED EMPLOYMENT

POSITION		DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? YES NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO		
EVER APPLIED TO THIS COMPANY BEFORE? YES NO		WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE? YES NO		WHERE?	WHEN?
REASON FOR LEAVING			
NAME OF LAST SUPERVISOR AT THIS COMPANY			
WHO REFERRED YOU TO THIS COMPANY? EMPLOYMENT AGENCY NEWSPAPER ADVERTISING FRIEND STATE EMPLOYMENT OFFICE COLLEGE PLACEMENT SERVICE WALK IN OTHER			

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATED?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK
SPECIAL TRAINING
SPECIAL SKILLS

FORMER EMPLOYERS

LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT.

NAME OF PRESENT OR LAST EMPLOYER				
ADDRESS		CITY	STATE	ZIP
STARTING DATE	LEAVING DATE		JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? YES NO		
NAME OF SUPERVISOR		TITLE		PHONE
DESCRIPTION OF WORK				
REASON FOR LEAVING				

NAME OF PREVIOUS EMPLOYER				
ADDRESS		CITY	STATE	ZIP
STARTING DATE	LEAVING DATE		JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? YES NO		
NAME OF SUPERVISOR		TITLE		PHONE
DESCRIPTION OF WORK				
REASON FOR LEAVING				

NAME OF PREVIOUS EMPLOYER				
ADDRESS		CITY	STATE	ZIP
STARTING DATE	LEAVING DATE		JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? YES NO		
NAME OF SUPERVISOR		TITLE		PHONE
DESCRIPTION OF WORK				
REASON FOR LEAVING				

REFERENCES

BELOW, GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOME YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

SERVICE RECORD

BRANCH OF SERVICE	DISCHARGE DATE

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?	YES	NO
IF YES, EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

SIGNATURE

DATE

I UNDERSTAND THAT ENTERING MY NAME ABOVE IN PRINT IS THE SAME AS SIGNING THIS APPLICATION.