



HVAC Salesperson

JOB PURPOSE

The HVAC Salesperson is responsible for identifying customer needs, providing tailored HVAC solutions, preparing proposals, closing sales, and ensuring ongoing customer satisfaction. This role requires someone who is knowledgeable, personable, and trustworthy, with a passion for delivering a great customer experience.

REPORTS TO

Director of Operations

RESPONSIBILITIES

- Assess customer needs and recommend appropriate HVAC systems and solutions.
- Prepare and present detailed sales proposals, including available financing options.
- Follow up on leads, schedule site visits, and guide customers through the sales process.
- Close sales and maintain strong, trust-based relationships through ongoing communication.
- Collaborate with office staff and technicians to ensure smooth scheduling and project coordination.
- Stay current on HVAC industry trends, products, and technologies.
- Accurately manage customer information using company software systems.
- Consistently meet or exceed sales goals.
- Promote additional company products and services that complement HVAC offerings.
- Participate in community events, home shows, and attend professional sales training.

KNOWLEDGE, SKILLS, AND ABILITIES

- HVAC experience is preferred
- Proven success in a sales role, ideally in HVAC or a trades industry.
- Proficient with Microsoft and Apple products (Windows, macOS, iPhone, iPad).
- Ability to quickly learn and effectively use company CRM and proposal software.
- Strong communication, negotiation, and presentation skills.
- Comfortable working in a mix of office, field, and remote settings.
- Willingness to work flexible hours, including some evenings or weekends, to accommodate customer needs.
- Creative problem-solving skills to tailor solutions to individual customers.
- Highly organized, self-directed, and efficient in managing tasks and leads.
- Skilled at building rapport and conducting sales in-person, over the phone, and through digital platforms.

PERSONAL ATTRIBUTES

- Charismatic, friendly, and approachable.
- Trustworthy, professional, and respectful with customer information and interactions.
- Self-motivated with a strong drive to succeed.
- Adaptable to new technologies and evolving sales strategies.
- Positive, fun, and resilient — enjoys building connections and turning challenges into opportunities.

MENTAL DEMANDS

- Ability to juggle multiple tasks and prioritize effectively in a fast-paced environment.
- Comfortable working under pressure and handling customer objections with confidence.
- Detail-oriented in documentation, proposals, and follow-up communications.

COMPENSATION PACKAGE

- Salary based on experience
- Full-time schedule with flex hours
- Employee health insurance
- Simple IRA 75% of employee plan- match up to 3% of Salary
- Vehicle
- Tablet & phone
- \$300 annual clothing allowance