

Air Unlimited - Inside Tech Support - Power Generation and AC

Air Unlimited is in search of an **Inside Technical Support – Power Generation and Air Compressor**. The successful candidate will be a self-motivated individual with an electrical aptitude. They will be responsible for managing the order flow of all Air Compressors, Generators, and associated products, purchases of all materials and parts, inventory control, pricing, quoting, and providing consistent and reliable sales support to our customers. With their technical and organizational expertise, they will play a definite key role in enhancing our company image and reputation.

Duties and Responsibilities:

- Quote small reciprocating compressors to customers who inquire by phone or email
- Provide support to the Compressor and Power Generation Sales Representatives by assisting with quoting, tracking, and operating
- Provide support to the Rental Division with tracking rentals and invoicing from time to time
- Provide support to the Preventative Maintenance department by assisting with quoting parts for contracts and tracking the quotes
- Work closely with the Service Department after Preventative Maintenance contracts are signed
- Manage work order flow for Generac Generators and other related products
- Build strong rapport with customers over the telephone and by email and provide support and service to all Air Unlimited Inc. customers
- Other duties as assigned

Beneficial Skills and Requirements:

- Knowledge of industrial electrical systems is considered an asset
- Must be detail oriented and have strong organizational skills with the ability to time manage
- Post secondary education in Electrical or Mechanical Engineering/Technologist considered an asset: MET, EET, CET, EIT
- Ability to work under pressure and meet deadlines
- Proficient in Microsoft Excel and Microsoft Word
- Knowledge and/or experience in business is considered an asset (sales/service)
- Sound electrical and/or mechanical aptitude
- Ability to communicate effectively and work as a team
- Willing to cross train in other areas
- Must have a valid driver's license

Click [here](#) to apply on indeed.