

Paul Nebrasky Plumbing, Heating and Cooling is growing and in search of a dynamic individual to fill our newly created HVAC Sales Assistant position!! Nebrasky offers competitive wages and bonuses, Group Health Insurance, 401K Plan matching and a Great, Professional Work Environment to enhance your Career Path.

Position Available: HVAC Sales and Installation Project Assistant

Primary Job Function: Key Support and Liaison between the HVAC Install Project Manager, Customers, Vendors and the rest of the Nebrasky Team, providing in-house administrative and job-site support throughout the entire project process. Acts as backup for all incoming customer calls and regular dispatch scheduling.

Key Job Responsibilities:

- Key contact and administrative support to HVAC Sales and Installation Manager for creation of job estimates, scheduling, and technician and vendor communications. Tracks project process through completion, including billing coordination with accounting.
- Ensures all project material PO's are correct, ordered and delivered per the project schedule.
- Coordinates the company's participation in all NYSERDA, NYSEG and other HVAC-related utility programs, rebates and incentives. Applies for and tracks all activity through the designated utility online portals.
- Compiles and submits all required project installation permits, materials/submittals, reads blueprints, determines materials required (with assistance if needed). May include creation of Manual J's and site installation layout drawings.
- Accompanies HVAC Sales and Install Manager on customer sales calls, pre-post and active install site visits as necessary.

Required Skills:

- Excellent Customer Service and Administrative Skills, must be analytical and detail oriented.
- Ability to multi-task and work independently as well as be an integral part of our team.
- Prior experience in the Home Performance Industry a plus.
- Working knowledge of Service Titan Software a plus.
- HVAC and/or Home Energy related Certifications a plus.
- EPA Certification a plus.

Other Employment Requirements:

- Valid Driver's License, clean driving record, Valid SS Number
- Willing to submit to and pass Pre-Employment Drug Screening
- Advanced experience with Microsoft Office Suite (Word, Outlook, Excel, etc)