



#### Clean Energy Internship.

**Primary Job Function:** To assist sales and the installation teams in reporting and securing leads, educating clients on our products and services, scheduling sales appointments, and closing sales. The sales coordinator will act as a liaison between the customer and the company, making sure that customer needs are met while maintaining a positive, productive open line of communication between the customer and all company departments. Accompany sales and installation team in visiting clients to gain hands-on experience in the field. Gain technical experience through hands on education of HVAC equipment and their clean energy applications.

#### Required Qualifications/Experience:

- Demonstrated core customer service skills always exhibiting customer-oriented decisions
- Ability to motivate and encourage others
- Strong communication skills, verbally and in writing
- Strong active listening skills
- Quality phone presence
- Compassionate, heartfelt caring for the dealer group
- Embraces change
- Seeks to improve self and Company
- Strives for organizational excellence
- Exhibit professionalism in all circumstances
- Valid Driver's License
- Ability to travel
- Exhibits high-energy
- Timely in all work
- Applies good judgment
- Competitive spirit
- Team player
- Ability to follow directions and written processes/procedures
- Ability to multi-task effectively
- Strong organizational skills
- Possess exceptional Keyboarding skills
- Strong attention to detail
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint