



POSITION: Sales and Marketing Assistant
COMPANY: ThermalNetics, Inc.
LOCATION: Auburn Hills, MI
STATUS: Full Time Employee
CATEGORY: Administrative Support
SALARY: Commensurate with experience
EDUCATION: Associates Degree or equivalent

COMPANY INFORMATION:

ThermalNetics, Inc is a growth company that was founded in 1972. We employ roughly 30 people and have annual sales of approximately \$30M. Our corporate mission is "serving customers with innovative HVAC solutions". In striving to provide the most economical owning experience for the end user, we provide equipment and services to ensure the air we breathe in our schools, hospitals, commercial buildings, etc. is something that will allow us all to live happier, healthier, and safer lives. We also do all we can to give people the chance to grow. Our employees enjoy working at a place that offers a small company environment with big company objectives. You'll be challenged to innovate, encouraged to apply your knowledge and well-rewarded for results.

JOB DESCRIPTION:

Under general direction of the Sales Manager, the Sales and Marketing Coordinator is responsible for providing high-level administrative support for the entire sales team (Principals, Sales Engineers, Application Engineers, etc.) by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

MAIN JOB TASKS AND RESPONSIBILITIES:

- Assist the efforts of the entire equipment sales team on a regular basis
- Travel arrangements
- Expense reports
- Primary marketing responsibilities for company
 - Website updates
 - Line card updates
 - Case studies
 - Create flyers/announcements
 - PowerPoint presentations
 - Social media presence
 - E-mail marketing
 - Order company branded give-a-ways (shirts, golf balls, etc.)
- Maintain literature room
- Sales meeting preparation and meeting minutes
- Sales team training coordination (internal and external)
- Customer training coordination
- Manufacturer visit coordination and forecast updates
- Company event coordination
- Job take-offs



- Bid day coordination
 - Contact customers to obtain bidders list and verify bid intentions
 - Send proposals
- Primary Sales Department contact on phones - focus on customer satisfaction
- Back up to receptionist
- Data entry
- Purge files
- Assist with job close-out process
- Write purchase orders
- Order spare parts/materials
- Obtain plans and specifications
- Prioritize and manage multiple projects simultaneously
- Other duties as necessary to help the office run efficient

JOB REQUIREMENTS:

Knowledge: 3+ years' experience supporting a sales team, HVAC industry experience preferred. Proficiency in Microsoft Office applications (O365: Word, Excel, PowerPoint). Marketing degree preferred, Graphic Design experience a plus.

Skills: Strong verbal and written communication skills, excellent customer service, attention to detail, strong organizational skills, basic computer literacy and the ability to type a minimum of 30 words per minute, professional manner.

Abilities: Interact effectively as a member of a team and work collaboratively with others in a fast-paced environment, manage multiple tasks and work under pressure, flexible and willing to assist with various clerical and office functions as needed.

CONTACT:

Send resume and cover letter to: melissak@thermalnetics.com