

BRAUER SUPPLY COMPANY

Brauer Supply Company is an HVAC Distribution House founded in 1881. Now in our 5th generation of family guidance we are currently headquartered in midtown St. Louis, Missouri offering high quality products and exceptional customer service. We proudly serve the Midwest with 13 facility locations in three states to ensure our customers get what they need, when they need it.

EEOC Statement

Brauer Supply Company considers applicants for all positions without regard to race, color, sex religion, national origin, age, marital status, veteran status, the presence of a non job-related medical condition/handicap or any other legally protected status.

POSITION: Industrial insulation products customer service specialist

LOCATION: St. Louis Headquarters; 1218 S. Vandeventer; St. Louis, MO 63110

JOB DESCRIPTION

Brauer Supply Company is seeking an inside sales customer service position who will build relationships with original equipment manufacturers, contractors, commercial and institutional clients and ensure their product needs are met for a ready supply of mechanical and commercial thermal insulating product. This position will be based at Brauer Supply Company's Headquarters.

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Assist customers in identifying their needs and ensuring the subsequent order is accurate
- Maintain and manage daily paperwork associated with sales and inbound material receipts
- Manage inventory levels of insulation products within our inventory
- Assist customers by providing up to date product literature and specification data
- Assist in job costing adjustments for special projects
- Participate in ongoing training and educational programs
- Other duties as assigned

JOB REQUIREMENTS

- Minimum of 2 years customer service experience
- Knowledge of thermal insulation preferred
- Computer skills
- Basic math skills
- Verbal and telephone skills

- Ability to multi-task in a fast paced environment

BENEFITS

- Employer supplemented Health, Dental and Vision Insurance
- Employer provided life insurance, long-term disability & accidental death and dismemberment coverage
- Paid vacation, sick time and personal days
- Flex benefits HSA plan
- 401(k) with discretionary profit sharing
- Daytime hours Monday through Friday
- On the job training

Please send resumes to Bob.Brauer@Brauersupply.com and Ian.Wyatt@Brauersupply.com