

**Job Title:** Commercial Account Representative

**Department:** Sales

**Reports To:** Sales Manager

## Position Overview

Salt Air Heating, Cooling, and Electrical is seeking a motivated and results-driven **Commercial Account Representative** to join our team. This role is responsible for growing our commercial client base, selling service agreements, managing relationships with existing accounts, and generating new business opportunities. The Commercial Account Representative will play a key role in ensuring our clients receive professional, reliable HVAC solutions that meet their operational and financial needs.

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## Key Responsibilities

- **Service Agreement Sales** – Sell HVAC service and maintenance agreements to existing and new commercial clients.
- **Lead Generation & Follow-Up** – Call on company-generated leads and prospect for new clients through networking, referrals, and cold outreach.
- **Client Relationship Management** – Serve as the primary point of contact for assigned accounts, building long-term relationships through regular communication and proactive follow-up.
- **System Replacement Pricing** – Provide accurate proposals and pricing for replacement HVAC systems, working closely with operations to ensure client satisfaction.
- **Account Growth** – Identify opportunities to expand services within current accounts and secure additional revenue streams.
- **Consultative Selling** – Understand client needs and deliver customized solutions that align with their business goals and budgets.
- **Collaboration** – Partner with the service and installation teams to ensure smooth delivery of projects and services.
- **Performance Tracking** – Meet and exceed sales goals, maintaining accurate records in the CRM system for reporting and follow-up.

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## **Qualifications**

- Proven experience in B2B sales, preferably in HVAC, construction, building services, or related industry.
- Strong knowledge of HVAC systems and services (or willingness to learn quickly).
- Excellent communication, negotiation, and presentation skills.
- Ability to build strong client relationships and maintain a professional image.
- Goal-oriented with the ability to work independently and as part of a team.
- Valid driver's license and reliable transportation.

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## **What Winning Looks Like**

- Meeting or exceeding monthly and annual sales goals.
- Growing the number of commercial service agreements under management.
- Building lasting partnerships with clients based on trust and reliability.
- Delivering accurate, competitive pricing that leads to closed deals.
- Being recognized as a trusted advisor to commercial clients.