



Rieck Services is looking for a highly motivated, professional, and organized individual for a full-time HVAC Service Estimator in the Dayton Ohio region. The position is represented by the following job description:

Job Description:

Position Title: HVAC Service Estimator

Type: Full Time / Salaried

Salary Range: Commiserate with experience

Duties/Responsibilities:

- Responsible for estimating repair quotes submitted by the HVAC field technicians and customers
- Must have excellent people skills that can work with various personality traits
- Coordinate with parts vendors and sub-contractors to provide estimates for proposed work
- Perform pre-quote site visits as required.
- Ensure that our contract customers have top priority in fast, accurate and efficient quotes.
- Enter prepared quotes into CRM file for future reference
- Follow up on aged pipeline for better close rate

Qualification Requirements:

- Demonstrates willingness to accept responsibility and accountability
- Professional appearance
- Possess valid Ohio's driver's license, clean driving record and clean criminal background check
- Microsoft Excel and Word experience
- Excellent customer service and communication skills
- Grammar skills are highly important for written proposals

Education, Experience:

- Associates degree or technical school certification in HVAC trades or equivalent field experience.
- Will train the right candidate with the best attitude.
- This position requires relevant experience in commercial and industrial HVAC – 10 years preferred
- We offer very competitive wages
- We are an Equal Opportunity, drug-free employer.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- 8 hour hourly paid shift - Monday to Friday

Benefit Conditions: Waiting period may apply

Additional Proficiency Qualifications:

Rieck Services is an EEO Employer. Rieck Services is a Drug Free Workplace; therefore, all employment is subject to prior drug screening and random screening thereafter.

- Valid Driver's License
- Candidates must also complete a satisfactory behavioral profile assessment, drug screen and a satisfactory background check.