



F.W. WEBB COMPANY

Job Posting

Position Title: Commercial Administrator

Location: Elmwood Park, NJ

Reports To: General Manager

Pay Range: \$60,000 - \$70,000 annually

Responsibilities:

- Assist commercial sales staff with lead generation from online job database
- Assist commercial sales staff with engineer profiling
- Assist the region by locating plan/spec and design opportunities in additional disciplines
- Integrating lead generation to CRM for tracking and resolution
- Producing professional and accurate submittal/O&M packages for approval
- Identifying all pertinent plans/specs by discipline for project folders
- Effectively handle customer service issues
- Other duties as assigned

Qualifications:

- Prior HVAC/Plumbing experience preferred
- Working knowledge of Excel, word, internet, e-mail and web browsers
- Strong Sales aptitude required. Previous sales experience preferred
- Effective verbal and written communication skills. Multitasking required
- Strong customer service focus and quality orientation. Demonstrate an ability to create a positive FW Webb experience during every customer contact.
- Comfortable working in a fast-paced office environment
- Be able to conduct themselves in a professional manner at all times