



## Our Company

SUPERIORITY OF PRODUCT, SERVICES, PEOPLE, AND "THE PRICELESS INGREDIENT".

For over nine decades, Hugh M. Cunningham Companies (HMC), a Diversified Construction Products Sales Agency, has represented commercial, industrial, and residential manufacturers of Plumbing, AC, Waterworks, Fire, Turf, water well and irrigation products for the South- Central USA. HMC Companies are committed to providing exceptional marketing, sales, and distribution with world class customer support to all our strategic partners. HMC accomplishes this mission while enabling our associates to attain career growth, recognition, and security. HMC represents the leading global manufacturers in our industries.

**Job Title:** Inside Sales Associate

**Department:** Inside Sales

**Location:** Positions available at the San Antonio Annex *and* the Houston Annex

**Job Purpose:** Work closely with manufactures, customers, and Account Managers to provide pricing, specifications, and availability of the assigned products and to process customer orders.

### Job Duties/Responsibility:

- Increase will call sales through customer interaction and product promotion
- Become knowledgeable on various product lines including, backflow, Drain Waste and Vent (DWV)
- Develop the ability to work across multiple inside teams and computer systems
- Process orders accurately and timely
- Track stock levels
- Investigate and resolve customer problems
- Develop and maintain relationships with manufacturers, customers, and Account Managers
- Assist in annex warehouse as needed

### Skills/Qualification:

- General knowledge and understanding of plumbing components and systems
- Strong verbal and written communication skills
- Must be organized, detail oriented, and able to balance team and will call counter responsibilities
- Good follow-up skills and the ability to demonstrate accuracy and thoroughness

### Education and Experience:

- High School diploma or general education degree (GED)
- 1-year related experience within the plumbing industry preferred