

DCNE is currently seeking a full-time Engineering Sales Support individual to join the team at the Malden, MA location, Monday – Friday. Competitive salary plus incentive offered, including medical, dental and 401k.

Position Summary:

The department is responsible for assisting the local consulting mechanical engineering community with HVAC application solutions for their building mechanical design needs, as well as driving engineered sales activities. Through this position, employees will acquire knowledge of the typical workflow for engineered construction projects and functional understanding of the players, roles, and responsibilities involved in successful building HVAC design and implementation. Individual can expect to become familiar with reading plans and specifications, understanding design intent, and identifying equipment types and applications.

Job Responsibilities:

DCNE's needs are ever-changing and so responsibilities may change at any time without notice, but some of the critical services that may be asked of a candidate are:

- Provide accurate assistance in a friendly and professional manner.
- Master existing software systems for the selection and quoting of HVAC equipment.
- Provide DCNE consulting/sales engineers with pricing support and technical information.
- Assist with project data tracking initiatives.
- Research and summarize differences in products of various manufacturers.
- Develop tools to promote the specification of Carrier equipment by engineering clients.

Minimum Requirements:

- Bachelor's degree or higher in Engineering, Construction, or similar discipline.
- Working knowledge of Microsoft 365 products - foremost Excel, Outlook, and OneNote.
- Passion for creative problem solving and a customer service mindset.
- Excellent organizational, interpersonal, and communication skills.

Additional Qualifications of Interest:

- Understanding of basic thermodynamics, heat transfer and fluid mechanics.
- Previous experience in any facet of commercial construction – design, sales, or installation.
- Experience writing high-performance, reusable code for Excel.