



Heating & Cooling Products

JOB DESCRIPTION

Job Title	Controls Sales Application Specialist
Department	Sales Marketing
Reports to	Controls Sales Support Assistant Manager
FLSA Status	Exempt

Job Summary: Responsible for customer assistance on applications and technical information, in the office and at the customer's locations. Provides customer quotations and product selection assistance. Performs business processes functions including communications with customers about their orders. Performs maintenance and updates for Customer Relationship Management data base programs. Responsibilities also include providing advanced controls troubleshooting assistance and being involved in controls training - both of which may require occasional travel.

Essential Responsibilities/Activities:

- Provides customer quotation and product selection assistance.
- Develops relationships at all customer levels, including representatives, engineering and contracting firms, as well as end users.
- Analyzes job plans and specifications in performance of applications functions.
- Collaborates and assists in marketing campaigns for various product lines.
- Works independently to develop customized training materials for various product lines.
- Performs maintenance and updates for Customer Relationship Management data base programs.
- Performs order entry functions including communications with customers about various aspects of order status.
- Collaborates on manuals, price sheets, technical publications, website content, and mass mailings.
- Visits customers, job sites and rep/distribution offices to provide training, troubleshooting, start-up assistance and sales assistance.



Heating & Cooling Products

- Attends trade shows and sales meetings for OEM customers to provide training and sales assistance.
- Independently manages time on multiple concurrent projects.

Other Responsibilities/Activities:

- Work with other departments within AAON to communicate and coordinate the needs of the Controls Sales Department.

Education/Experience:

Bachelor's degree (B.A. / B.S.) from four-year college or university; or eight to ten years related experience and/or training; or equivalent combination of education and experience.

Essential Mental Functions:

- Time management
- Communication and interpersonal skills
- Marketing and advertising skills
- Independent problem solving
- Negotiation skills
- Technical communication
- Math aptitude

Equipment or Software Knowledge or Skills:

- Microsoft Office Suite
- Hand held service tools
- Database software
- Prism software
- Technology implementation skills

Essential Physical Functions:

- Lift or move up to 10lbs.
- Sit and stand for up to 95 percent of work hours.
- Close vision, ability to adjust focus, and ability to see color.

Travel:

Periodic travel is expected for this position. This is subject to change according to business needs.



2425 S. Yukon Avenue • Tulsa, Oklahoma 74107
203 Gum Springs Road • Longview, Texas 75602
8500 NW River Park Drive, Suite 108A • Parkville, Missouri 64152

www.AAON.com

Heating & Cooling Products

Note:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature

Date