

Commercial HVAC Account Manager, Service

Ivey Mechanical Company, a leader in the commercial and industrial HVAC and Plumbing contracting business with 10 offices located throughout the southeast, is seeking a Commercial HVAC Account Manager for their Georgia Service Division located in Tucker, Georgia. Qualified candidates must maintain the ability to manage multiple tasks, produce quality work, and consistently meet deadlines. The ideal candidate will demonstrate strong leadership, organizational and time management skills, as well as have strong communication and client service skills.

The overall responsibility of the Account Manager is to seek out, develop, estimate, sell, organize, and manage commercial and industrial HVAC installation and retrofit projects up to \$1M in the metro Atlanta area. Project types will consist of both plan and spec and design build so extensive technical knowledge in both the commercial and industrial HVAC trades is required.

Job Duties include, but not limited to, the following:

- Seek out and develop relationships with business owner/operators/general contractors (Customers) for the purpose of acquiring commercial and industrial HVAC installation and retrofit projects.
- Develop cost estimates and submit proposals for the performance of commercial and industrial HVAC projects. Assist and/or participate in design as necessary.
- Establish and maintain solid vendor and subcontractor relationships in order to achieve excellent customer service, cost efficiency, and quality.
- Maintain excellent working relationships with Customers and become their "go to" person for all commercial and industrial HVAC related projects.
- Meet with internal team members at regular intervals to keep them up-to-date on project sales pipeline and work progress on existing projects. Advise management of challenges and associated remedies.
- Meet with Customers on a regular basis to keep them currently advised on the status work. Maintain clear lines of communication at all times.
- Maintain complete and thorough knowledge and understanding of the contract documents, plans, and specifications.
- Negotiate with vendors, suppliers and subcontractors to meet project budget and ensure that subcontracts, change orders and purchase orders are prepared and submitted on a timely basis.
- Determine (with the assistance of field superintendents) needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Ensure that quality control and safety measures are implemented and maintained throughout the life of the project. Effective quality control and safety practices are required at all times.
- Ensure that each team member understands his/her own responsibilities regarding the performance of work.

- Establish and maintain administrative procedures as they relate to the project. More specifically, this requires, but is not limited to:
 - Track project performance and participate in monthly internal management reviews of project cost, schedule, and manpower requirements.
 - Process and track project billings, change orders, and RFI's
 - Maintain appropriate files on RFIs, correspondence, change orders, internal communications, photo's, etc.
 - Oversee the preparation and submission of submittals, O&Ms, and other project documentation that may be required

Experience:

Qualified candidates must possess a minimum of 10 year's verifiable experience working in the commercial or industrial HVAC trade, 15 years is preferred. An individual with existing relationships in the metro Atlanta area is highly favorable, but not required.

Position Requirements:

Proficient in MS Word, MS Excel, MS Outlook, Job Cost

Compensation Plan:

Compensation is based on a generous salary plus commission.

Benefit Options:

Health, Life, Vision, Dental, AFLAC, LTD, STD, 401K, Auto Allowance (fuel is paid for by the Company)

AA/EOE Employer