



## **MULCAHY COMPANY**

### **JOB DESCRIPTION**

**JOB TITLE:** MN/WI Outside Sales Rep.

**EMPLOYMENT STATUS:** Exempt

**DEPARTMENT:** Outside Sales

**REPORTS TO:** VP of Sales and Marketing

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### **SUMMARY OF JOB:**

As our Minnesota/Western Wisconsin Region Outside Sales Representative, you will manage Mulcahy's customers, product lines, and services in those states. Located in Eagan, MN you will be the main point of contact for your customers while being supported by our inside sales teams in our Eagan, MN and Fargo, ND locations. Travel and overnight stays required as necessary to maintain positive relationships and trust with customer base.

### **RESPONSIBILITIES:**

- Develop a deep understanding of our equipment lines and those of our competitor's, in order to confidently and accurately assemble and share product information with contractors, and owners.
- Write up customer orders and forward them to the Project Management Department
- Inform customers of new products and services and maintain interest in product lines.
- Develop and maintain relationships with existing customers and prospect for new customers.
- Assist customers with use of product software/websites.
- Market and support our products at job sites, customer locations, and trade shows
- Keep current on latest product line information and provide feedback to factory reps on positive/negative issues with product lines.

**MULCAHY COMPANY**  
2700 Blue Water Road, #100  
Eagan, Minnesota 55121

T: 651-686-8580  
F: 651-686-8588  
W: [mulcahyco.com](http://mulcahyco.com)





## **REQUIRED SKILLS:**

- The ability to express oneself clearly in conversations and interactions with others. Organizes information clearly and concisely in writing. Ability to present effectively in front of small and large groups of industry peers.
- Builds and maintains customer satisfaction with products and services offered by the organization.
- To work with a variety of people each day and build relationships and network. Interact positively with co-workers and customers.
- Adapts to changing business needs, conditions, and work responsibilities and works with a variety of situations, individuals and groups.
- Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Must be able to effectively prioritize large numbers of tasks, delegate to others as appropriate, and be willing to work added hours when necessary in order to meet deadlines or complete tasks.

## **WORK RELATIONSHIP:**

- Reports to the VP of Sales and Marketing
- Factories, customers, and internal departments.

## **EDUCATION & BASIC REQUIREMENTS:**

- B.S. in Mechanical Engineering or closely related degree or 5 years of relevant work experience
- Strong Computer skills, ability to read and interpret building design plans and specifications and design/build narratives
- Technical and practical knowledge of HVAC/Plumbing systems and equipment

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