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Inside Sales Coordinator

Peerless Midwest, Inc. (PMI), a water supply contracting company, is seeking applicants for an Inside Sales Coordinator position at its Tipton, IN location. PMI has expertise in all facets of the water supply space including hydrogeologic studies, large diameter well construction, pumping equipment supply and repair, water treatment, control systems and maintenance services.

Applicants should have a business, geology or engineering degree and a strong desire to learn and grow with the company. The ability to grasp technical concepts and communicate effectively are primary skills for this position.

- Schedule Field Labor for Annual Testing and Maintenance Program
- Process Field Data into Complete End User Reports
- Quote Annual Testing Fees to Current and Potential Customers
- Online and Onsite Research for Potential Annual Program Customers
- Compile Submittals and Operation and Maintenance Manuals
- Prepare Updated Records for End User Delivery
- Maintain Updated Records Internally
- Project Estimation Support
- Minor Pump Engineering
- Conduct downhole videos with camera trailer as needed
- Occasional third man on crews as required (confined space projects)

Requirements:

- Excellent Verbal and Written Communication Skills
- Proficiency in Microsoft Excel, Microsoft Word, and Adobe Acrobat
- Strong Phone Presence
- Strong Listening and Presentation Skills
- Ability to Work Independently and Manage Time Effectively

Peerless Midwest takes pride in being 100% employee-owned through our ESOP (Employee Stock Ownership Plan), where every member of our team has the opportunity to participate in ownership of the company, ensuring that our success is shared among all employees.

Complete the **Join Our Team** form on: <https://peerlessmidwest.com/careers/>
OR

Submit your resume to: millie.bartlett@peerlessmidwest.com

www.peerlessmidwest.com

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