



Turn to the Experts.



HVAC Parts Counter Staff – (full time)

Primary duties: Answering phones, taking counter orders, expediting shipments, maintaining customer satisfaction, stocking shelves, inventory control, receiving and handling of inbound parts shipments, responding quickly to “no heat” and “emergency cooling” situations, working with our equipment sales staff to cultivate greater parts and supplies business from current and new customers

- Most order situations require a simple “look up” on a self intuitive computer program called EPIC (electronic parts information catalog)
- Our business is regional in nature, but we serve customers coast to coast. Our business is roughly 50% residential and 50% commercial and industrial.

Candidates must be a self starter, HVAC industry is helpful, proficient with computer, work well under pressure, good organizational skills, ability to manage varied tasks simultaneously, work well with associates. Candidate should be able to put out high quality work in a fast paced environment.

- Salary is commensurate with experience.
- Applicant should be able to work legally in the USA and speak and write English fluently.
- Good eyesight, hearing and manual dexterity required.
- Ability to climb ladders. Should be able to lift a minimum of 50 pounds
- Career oriented and have the ability to multi task in a fast pace environment.
- Many calls, which you will be handling, help to keep hospitals and nursing homes running, production lines moving, and military operations functioning.
- Qualified candidate will be eligible for advancement.

Carrier Corporation is the world’s recognized leader in the HVAC industry and the **R.J. Murray Company, Inc.** is the oldest wholesale distributor of Carrier products, in business since 1933. We represent over 100 manufacturers of HVAC equipment, parts and supplies. Our customer base includes: Dealers, Mechanical Contractors, Industrials, Property Managers, Military, Local, State and Federal Government as well as exporting. Our newly opened main distribution facility is centrally located in Latham, N.Y. near the Albany Airport. Branch office location is Williston, VT. We offer an excellent work environment, professional staff, and are leaders in our industry.

R. J. Murray Co. is an equal opportunity employer and offers the following fringe benefits:

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| *Health insurance | *Paid sick and personal time off |
| *Competitive salary | *Long and short term disability insurance |
| *Paid holidays | *Employee discounts available |
| *401k plan with employer contributions | *Flexible Spending Plan |
| *Life insurance | *AT&T, Hannaford Discounts |
| *Paid vacation | *Sunmark Credit Union member |
| | *Working Advantage Discount Program member |
| | Spending Plan |

R.J. Murray Co., Inc., 7 Northway Lane, Latham, NY 12110, Phone 518-690-4455, Fax 690-4990 www.rjmurray.com

Please send your MS Word formatted resume and **salary requirements** to: personnel@rjmurray.com