Mechanical Systems Company LLC is a fully licensed Mechanical and Plumbing contractor in Memphis, TN. We focus on working with commercial and industrial customers, providing quality workmanship and the absolute best value for the price. **Click here to apply.**

**Department:** Operations  
**Location:** Memphis, TN, USA  
**Pay Scale:** starting with $16 per hour depending on experience + Benefits  
**Pay Type:** Hourly  
**Benefits:** Medical, FSA (Flexible Spending Account), Life Insurance, Short & Long Term Disability, Dental Plans, 401K, Paid PTO, Holidays & Vacation  
**Employment Type:** Full Time

We are currently looking for a Project Coordinator to join our team. Reporting directly to Project Manager, you will be responsible for assisting in managing all mechanical / piping jobs and preparation of paperwork required for each project to make sure that goals are reached within assigned time frame and funding parameters.

**Position Summary:** Project Coordinator will assist with managing mechanical / piping projects: write POs, track deliveries and rental equipment for each job, update files and compile manuals, compare drawings, print plans and send submittals for the job; assist with setting up cost codes for new jobs, correspond with vendors and general contractors, handle all permits and inspections; schedule and prepare all documentation for hand-offs and project plans. Help with preparation of change orders. Request closeout documentation from vendors and make hard copy and electronic closeout manuals for customers. Schedule subcontractors; order necessary materials, prepare paperwork for helicopter lifts, assist with billings and perform other duties as assigned.

**FLSA Status:** Non-Exempt

**Work hours:** 7.30am to 4.30pm, Monday to Friday, overtime as required

**Pay Scale:** starting with $16 per hour depending on experience + Benefits

**Required Qualifications:**  
Bachelor's degree in construction management is preferred  
At least 2 years of related experience (in construction management, project management or plumbing)  
Experience with mechanical estimating and design  
Excellent computer skills (Proficiency with MS Office and Computer Ease Accounting Systems)  
Proficiency with ProCore software is a big plus  
Excellent written and verbal communication skills  
Strong mathematical skills (ability to calculate discounts, interests, commissions, percentages, proportions, area, circumference, and volume)  
Ability to read and interpret construction/mechanical drawings and specifications

**Competencies:**  
Problem solving  
Teamwork  
Quality Management  
Strategic Thinking  
Planning/Organizing  
Innovation  
Dependability
Innovative Engineering Services (IES) is a premier design engineering firm located in Bartlett, TN. We specialize in providing mechanical, electrical, plumbing and fire protection engineering services for new construction and renovation for commercial and industrial projects. The team at Innovative Engineering Services has over 30 years of collective experience. We have designed educational, corporate office, healthcare, laboratory, religious, industrial, daycare, communication, restaurant, community centers, manufacturing, hospitality, and transportation facilities.

IES is one of the fastest growing engineering firms in the Memphis area. We provide opportunities to quickly move into a leadership role and hands-on exposure in project management. Due to recent growth, we are currently hiring for the following positions:

**Mechanical Engineer I Job Description:**

Contributes to preparation of engineering deliverables such as drawings, reports, specifications, and studies following industry standard methods & principals for projects and national/local codes. Prepares engineering calculations for HVAC, plumbing and fire protection systems following standard methods and principles used in similar engineering analysis. Performs routine research and develops recommendations for equipment and/or materials selection. Collects, assimilates, and manages data for engineering work. Understands and adheres to budget, schedule, and quality requirements. Contributes to project coordination by sharing information with other team members, as requested. Focuses on the needs of internal clients (project team leadership) while obtaining basic understanding of external client's main interests and requirement. May provide support to business development or project pursuit activities. Shares current knowledge of latest technology and processes.

BS in Mechanical Engineering from an ABET Accredited University required. EIT/FE required; PE is a plus. PC experience in AutoCAD, Windows, Excel and Word. Revit experience is a plus.

**Designer I Job Description:**

Contributes to preparation of engineering deliverables such as drawings following industry standard methods & principles for projects utilizing AutoCAD and Revit software. Assist engineers in preparation of calculations following standard methods and principles used in similar engineering analysis. Conduct site visits, as needed, to collect information for design development. Understand and adhere to budget, schedule, and quality requirements. Contribute to project coordination by sharing information with other team members as requested. Focus on the needs of internal clients (project team leadership) while obtaining basic understanding of external client's main interests and requirements. Share current knowledge of latest technology and processes.

Associates Degree in Design and Drafting. Minimum of 2 years of related experience. Proficient experience in AutoCAD and/or Revit.

**If you are interested in either of these positions, please send your resume to info@innovativees-llc.com.**
At Kele, there is nothing wrong with being obsessed. . . so long as it’s with our values! Everything we do must focus on providing outstanding customer service to all of those we serve, both internally and externally. No matter what an associate’s role is here at Kele, each associate’s job impacts our customers. To this end we consider our associates to be our most valuable resource. We want our associates to think of our company as a dynamic and rewarding place in which to work!

In addition to offering competitive salaries, tuition reimbursement, and opportunities for career progression, we offer a large selection of benefits to help promote our associates’ health and well-being, including:

- Medical, vision, and dental insurance
- 401(k) with company match
- Short- and long-term disability insurance
- Basic life and AD&D
- Supplemental life insurance
- Employee Assistance Program (EAP)
- Paid time off
- Company paid holidays

We are currently seeking a Senior Sales Consultant to generate revenue from potential customers and increase wallet share of existing customers by networking, calling or other means.

**Key Responsibilities:**

- Actively promotes Kele’s products and services utilizing ASLAN Sales principles and communicating Kele’s value propositions to customers;
- Provides exceptional personal customer service to all internal and external customers by supporting Kele’s 5 Keys to Customer Service;
- Directs, monitors, and consolidates Salesforce data in order to jointly develop account strategies and tactics with the team;
- Listens to and manages resolution of customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to the team for supporting the customer’s and Kele’s shared goals;
- Proactively conducts sales calls, utilizing probing questions to identify the customer’s needs and opportunities, learn about the customer’s business, our competitor’s actions and the BAS industry;
- Meets and maintains all minimum sales activity levels to include attainment of sales revenue/margin quotas, call activity, quotes and quote follow up;
- Supports sales strategies to achieve all goals associated with assigned accounts by analyzing sales statistics and call data to achieve total spend opportunity in each account;
- Works collaboratively with other team members as necessary to maximize sales opportunities while not diverting from core sales responsibilities;
- Follows all pricing guidelines in issuing product quotes and develops/maintains a thorough understanding of Kele’s processes and procedures;
- Develops a thorough knowledge of products in the Kele catalog as well as products our vendors offer; and
- Participates in training opportunities and self-study to increase product and industry knowledge and to improve personal performance.

**Preferred Qualifications:**

- Undergraduate/bachelor’s degree;
- Minimum of five years field related work experience;
- General working knowledge of the BAS industry and basic knowledge of BAS applications and products;
- Ability to demonstrate a proficiency in customer service skills and proactive telephone selling skills, with the ability to interpret customer responses.

If you are interested in this position, please send your resume to HR@Kele.com
Founded at the birth of the building automation industry in 1983 as Kele & Associates (now Kele Companies) we became the first building automation distributor to offer an all-inclusive platform. Over the following 30+ years, Kele Companies has grown into a world class BAS distributor with its headquarters remaining strategically located in Memphis, TN.

The future for Kele Companies is bright as we continue to rapidly grow. With branch locations now positioned throughout the U.S., Kele Companies continues to look for opportunities to acquire the right partners to accelerate success.

Every member of the Kele Companies team plays a key role in delivering on our promise of: “We Make It Easy.”

All of our associates are committed to our core values:

- Building Trusting Relationships
- Being Customer Focused
- Seeking Continuous Improvement
- Being Results Driven

We are currently recruiting for a Technical Sales Support Specialist to provide technical expertise, guidance, and support to both internal and external customers for Kele products and services.

**Key Responsibilities**

- Provides exceptional personal customer service to all internal and external customers;
- Logs all internal and external correspondence in applicable database;
- Investigates and resolves customer concerns;
- Serves as a primary resource for product questions and product application information for all internal and external customers;
- Assists with project specification and drawing reviews and completes project take-offs;
- Assists with panel estimating to include technical drawing reviews and product selections;
- Efficiently and effectively provides technical expertise in support of sales interactions and assists with the processing of orders, while identifying opportunities to increase sales;
- Provides assistance as overflow support for sales calls as necessary;
- Updates appropriate repository with query solutions, identified product shortcomings/ solutions and technical solutions developed for customers;
- Attends, develops, constructs, and records training sessions and maintains technical proficiency on all issues that are applicable to our customers and industry;
- Provides a regular cadence of technical training to the sales team;
- Assists Product Managers with product testing and evaluation, preparation, review, and maintenance of technical literature as well as other related items;
- Keeps Product Managers informed on product issues, opportunities for new products, and product trends.

**Preferred Qualifications**

- Undergraduate/bachelor’s degree or applicable certification;
- Minimum of five years of related work experience;
- Advanced knowledge of the BAS industry and BAS applications and products;
- Proficiency in Microsoft Office to include Word, Excel, and Outlook; ability to learn and use company software.

If you are interested in this position, please send your resume to HR@Kele.com