



**REITMEIER**

*Bringing balance to your environment.*

## Relationship Manager

Letter from Reitmeier President, Jeff Nusz:

“We are looking for a Relationship Manager who thrives on meeting new prospects, solving complex issues, and has a proven track record of creating loyal clients for the long term. The perfect candidate is excited to jump right in and make a positive influence on our company and our customers from day one. You will thrive in this position if you are someone who can “bring it” on a daily basis.

Reitmeier is not a large company but we think BIG and strive to be the absolute best in our class. We are an employee-driven company first and foremost. It is the people at Reitmeier who are the engine that propels us to success.

I am looking for an individual who can promote the Reitmeier brand to our “best fit clients.” Responsiveness and professional demeanor are must have characteristics.

At Reitmeier, you’ll experience an amazing team-oriented environment that places high value on the person as well as the position. If you are looking for a long term relationship and wish to find “balance” in your career and in life, then let’s talk.”

*Best Regards,  
Jeff Nusz*



## ABOUT REITMEIER

At Reitmeier, our mission is “Bringing Balance to Your Environment.” While this relates directly to the HVAC services that we provide to our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members. We strive to bring out the best in every employee.

Our company understands that our growth and success stems directly from our people. We understand that if we start by hiring A-players who are not only passionate about their position and department, but also invested in our company as a whole, then we have an incredible formula for a thriving company. Reitmeier empowers people to make great decisions, build sustainable relationships, and grow their leadership skills.

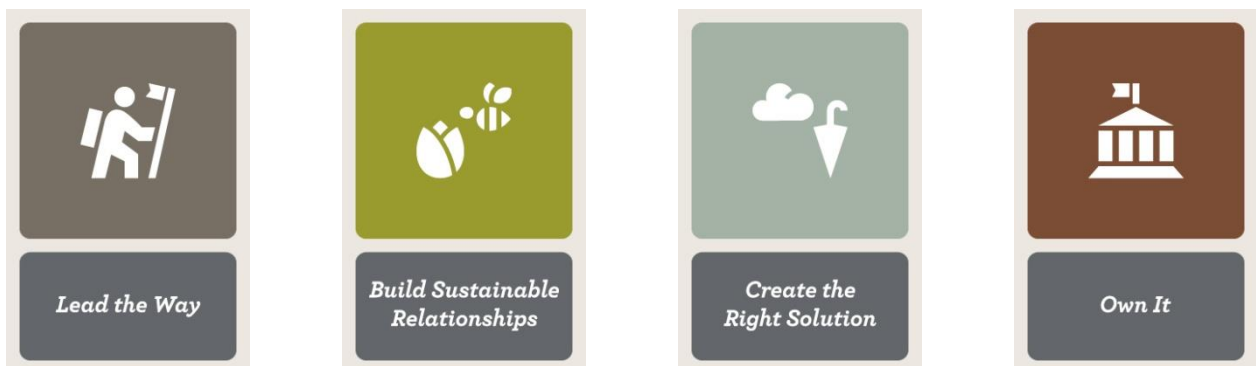
**Live the Reitmeier Values:** *Reitmeier team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company’s mission: “Bringing Balance to Our Environment.”*

**Lead the Way:** We work to lead the way as a company in the technologies we bring to our customers and to the culture we create internally. Reitmeier wants to be the absolute best at what we do. Constantly challenge and stretch yourself because when everyone in our organization strives to be the best they can be, our company will thrive as a whole.

**Build Sustainable Relationships:** Reitmeier believes in the power of long-lasting, harmonious relationships. We value great communication and interactions with all team members. We strive for an environment that is friendly, warm, and exciting.

**Create the Right Solution:** Our people take initiative to solve problems so that the team and the company can succeed. Every team member is continuously innovating and improving our operations, always working to do things better and raising the bar for the highest standards possible.

**Own It:** Every team member is encouraged to put their name on every job they do. This pride in ownership ensures the growth and success of the company. Everybody is encouraged to collaborate with other team members whenever challenges arise. We believe that success and mistakes become learning and growing opportunities.



## ARE YOU THE IDEAL CANDIDATE FOR OUR RELATIONSHIP MANAGER POSITION?

Reitmeier is hiring an experienced Relationship Manager who has a unique ability to build and grow new relationships. He/she must be able to balance a sense of urgency and responsiveness with managing time.

The right candidate thrives in an environment of collaboration. We're hiring a self motivated individual who likes to roll up his or her sleeves and get the job done under demanding deadlines and constricting budgets.

Here are some questions to help you know whether this position is right for you:

- Are you seeking to create an enjoyable experience for yourself and those around you?
- Can you contribute to an environment oriented to sustainable relationships, open communication, and cohesive team effort?
- Can you quickly learn new techniques and stay updated with ongoing industry skills?
- Do you keep a positive and professional attitude under stressful circumstances?
- Do you pride yourself on being responsible and accountable for your actions?
- Are you looking to work at a growing HVAC firm that's unlike any other?
- Can you demonstrate an in depth knowledge of the role that HVAC plays in our Client's buildings?
- Do you thrive on meeting new people?
- Are you willing to put in the time that it takes to make yourself and the Company successful?

## TO BE QUALIFIED FOR THE RELATIONSHIP MANAGER POSITION, YOU HAVE:

- Minimum of five (5) years in the Commercial HVAC industry.
- Strong working knowledge of mechanical systems in commercial HVAC.
- Must have strong oral communication skills and the ability to effectively convey information to customers.
- Must possess strong organizational and management skills, and have the ability to multi-task.
- Demonstrated the ability to develop new client relationships.
- Demonstrated the ability to formulate and present proposals to prospects with a high degree of success.
- Valid driver's license and pre-employment tests.
- Proficient in MS Office Suites.



## PHYSICAL DEMANDS

While performing the duties of this job, you must be able to:

- Regularly stand; walk; use hands to finger, handle, or feel; reach with hands and arms.
- Climb, balance, stoop, kneel, crouch, and/or crawl.
- Regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

While performing the duties of this job, you will be:

- Regularly exposed to moving mechanical parts; high, precarious places; and outside weather conditions.
- Frequently exposed to risk of electrical shock, wet and/or humid conditions, chemical fumes, grease, oil, and hazardous materials or airborne particles.
- Frequently exposed to extreme cold, extreme heat, and vibration.
- Exposed to a noise level in the work environment that is usually moderate to loud.

## YOUR SPECIFIC RESPONSIBILITIES AS A RELATIONSHIP MANAGER WILL INCLUDE:

- Introduce Company to a minimum of five (5) new prospects a week.
- Weekly reporting to Management on new business development prospects.
- Provide and present professional looking proposals addressing prospects' needs.
- Complete new prospect intake.
- Participate in team meetings.
- Convert a percentage of prospects to clients as determined by monthly budget.
- Consistently meets sales budget and goals on a quarterly basis.
- Conceptualize budget pricing.

To apply, please send an email with cover letter, resume, and references to [careers@ReitmeierNW.com](mailto:careers@ReitmeierNW.com) with the title "Relationship Manager" in the subject line. No phone calls or visits please.

