

JOB DESCRIPTION: SALES ENGINEER/QUOTATION SPECIALIST

DEPARTMENT: Forming Systems Division Sales

JOB TITLE: Sales Engineer/Quotation Specialist

REPORTS TO: Sales Quotation Leader

Afinitas, a global leader in the precast concrete and infrastructure industry, is seeking a Sales Engineer/Quotation Specialist for its Forming Systems Division. The position will be based in New Hampton, Iowa. The purpose of this job is to prepare equipment quotations, estimate project costs for precast concrete forms and related equipment. Maintain strong product knowledge to adequately service customers by working directly with both inside and outside sales staff. In addition, the Sales Engineer participates in the marketing and technical development of products and services, monitors and evaluates market trends and activities and/or products of competitors.

TO APPLY: SEND RESUME TO pam.lore@nhmfcorp.com

JOB DUTIES:

- Prepare quotations and other documentation materials that explain products and services to outside sales team and customers.
- Provides expertise and support to sales teams to communicate products, services, and client needs.
- Collaborate with outside sales teams to understand customer requirements and provide sales support. Ensures that customer needs are met, which may include product modifications.
- Provides support to outside sales team and customers to resolve problems with delivered equipment.
- Calculate estimated costs for equipment and ensure the accuracy of quotations prior to sending to outside sales team and customers.
- Assists with research and development of new products.
- Submits orders by conferring with technical support staff and costing out change orders.
- Communicate via telephone and e-mail with outside sales team and customers for sales/service requests.
- Write short messages to customers for accompanying quotes, etc.
- Coordinate equipment repair jobs with outside sales team and manufacturing. Quote scope of repairs and estimated costs to customer & finalize total costs based on actual time and materials.

All other duties as assigned.

ESSENTIAL FUNCTIONS:

Effective Communication: Develops and maintains communication in a cooperative and professional manner with all levels of staff and customers. Ensures timely and accurate communication to outside sales team and customers by having a strong knowledge of the product line.

Collaboration and Planning: Collaborates with the management team to establish and implement sales goals for the Company. Forecasts sales based on market trends and historical sales data.

Strategic Thinking: Analyzes sales data and market trends to develop sales plans. Reviews progress of sales and makes adjustments to plan when necessary. Interprets short and long term effects on sales plans.

Customer Relations: Understands and implements relationship building with customers. Determines and comprehends customer needs. Facilitates customer needs to maintain satisfaction and drive customer preference and loyalty for the Company's products. Develops and delivers sales presentations and closes sales in a professional and effective manner.

Continuous Improvement: Identifies opportunities for process improvement and cost reduction in the Company's marketing and sales processes. Participates in development of new products, modifications of existing products, and termination of ineffective products. Generates creative solutions for identified improvements in processes.

JOB REQUIREMENTS:

- Bachelors Degree in Engineering with 1 - 2 years of experience, or Bachelors Degree in Business or Technology with 3 - 5 years of experience, or Associates degree with 5 -7 years of experience.
- Provide the best customer service in the industry.
- Strong mechanical aptitude with ability to provide conceptual solutions.
- Support the sales team to meet and exceed company objectives in an efficient manner.
- Attention to detail a must.
- Basic understanding of manufacturing procedures a plus.
- Ability to read engineering drawings recommended.
- Organizational skills and ability to manage multiple tasks simultaneously.

- Ability to communicate effectively both orally and in writing.
- Ability to work effectively in team environment.
- Possess strong math skills.
- Possess good mechanical aptitude.
- Proficiency in using MS Word, MS Excel, and MS Outlook.
- Ability to remain calm and professional during peak periods of activities.

Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job but are intended to represent an accurate reflection of the current job.

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