

JOB DESCRIPTION

JOB TITLE: SALES ENGINEER / SR SALES ENGINEER

DEPARTMENT: SALES & MARKETING

REPORTING TO: REGIONAL MANAGER / GM - SALES

(Role to which this
role reports)

REPORTEES: Nil

(Roles reporting to
this role)

SPAN OF CONTROL: Nil

(No. of associates reporting to this role)

JOB SUMMARY

(Brief about the existence of the position)

Incumbent must have 3 - 8 Yrs of selling experience in PEB/Structural Steel/Project Selling/Construction equipments.

People with high energy level and positive attitude, shall be able to cover the market and communicate with decision makers to bring profitable business to the organization.

Preference would be given to candidates having previous experience in PEB/Structural Steel Industry.

KEY DUTIES & RESPONSIBILITIES

(Primary duties)

1. To generating quotes from various sources like Corporate Houses , Public sector & Private companies, Individuals, Non Govt Organizations etc as a per sale activity.
2. Raising quote request forms to design and estimation department based on the customer's requirements /consultants drawings in order to get the cost of project.
3. Prepare a Techno-commercial offer for submitting to customers
4. Negotiate with customers and finalize the jobs
5. Send the required documents and signed contracts etc to head office
6. Coordinating with customer and head office to get drawings, and despatch of material
7. Collection of payments and acceptable letter of credits to complete the jobs
8. Sending sales forecasts and reports to superiors at regular intervals

ADDITIONAL RESPONSIBILITIES

(Apart from regular activities)

1. Customer relations management and customer service
2. To develop new markets

CAREER OPPORTUNITIES/ GROWTH

SR ENGINEER-SALES / ASSISTANT MANAGER- SALES.

FUNCTIONAL COMPETENCIES

(Key skills requires)

1. Technical Knowledge In Civil, Mechanical Engineering and Architecture
2. Computer Skills i.e. Proficient in Excel & power point presentations.

BEHAVIOURAL COMPETENCIES

1. Communication
2. People Management
3. Negotiation Skills
4. Leadership Skills

AGE: Below 30 yrs

QUALIFICATION: B.E/B.TECH(CIVIL/STRUCTURAL ENGG/MECH/INDUSTRIAL)

EXPERIENCE & INDUSTRY: : 3 - 8 years in preferably in PEB companies / Project Selling / Construction Equipment's

Fresher's in Civil or Mechanical would be considered and taken as Sales Trainees candidates from reputed Engineering colleges would be preferred.

(Total yrs of experience)

LOCATIONS OF WORK:

Assam, Nagpur, Baroda