



Job Summary

<b>Job Code</b>	SALE800-SE01	<b>Date</b>	2021/02/17
<b>Title</b>	Sales Engineer	<b>Department</b>	Sales
<b>Work Type</b>	Full Time	<b>Location</b>	Memphis, TN
<b>General job Tasks</b>	<ul style="list-style-type: none"> <li>• <b>Secure Sales</b> <ul style="list-style-type: none"> <li>○ Sell New Work</li> <li>○ Receive and Quote New Requests</li> <li>○ VAVE (internal cost-down strategies)</li> <li>○ Negotiate Estimates Internally</li> <li>○ Negotiate Quotes with Customer</li> <li>○ Understand and Manage Risk</li> </ul> </li> <li>• <b>Manage Contracts</b> <ul style="list-style-type: none"> <li>○ Process Purchase Orders</li> <li>○ Issue New Jobs</li> <li>○ Submit and Receive Approvals</li> <li>○ Costs and Extras</li> <li>○ Open Issues &amp; Punch Lists</li> <li>○ Scheduling Support</li> <li>○ Support Contract Invoicing and Payments</li> <li>○ Progress Reporting (quotes, jobs)</li> <li>○ Change Order Management</li> </ul> </li> <li>• <b>Customer Relations</b> <ul style="list-style-type: none"> <li>○ Maintain NKC's Good Name</li> <li>○ Nurture Customer Relationship</li> <li>○ Develop New Customers</li> <li>○ Support Customer (Inquiries, Trouble, Suggestions, etc.)</li> <li>○ Maintain Current Understanding of Customer (Needs, Expectations, Prospects, etc.)</li> </ul> </li> <li>• <b>New Business</b> <ul style="list-style-type: none"> <li>○ Support New Business Development</li> <li>○ Sell New Opportunities to Current Customers</li> <li>○ Look for and Develop New Opportunities and New Clients</li> </ul> </li> <li>• <b>Reporting</b> <ul style="list-style-type: none"> <li>○ Activity Reporting</li> <li>○ Sales Projections</li> <li>○ Request and Order Status</li> <li>○ Interdepartmental Communication</li> <li>○ Customer Specific News and Advice</li> </ul> </li> <li>• <b>Tasks</b> <ul style="list-style-type: none"> <li>○ Enter / Update Sales System (Quotes, Estimates, Costs, Job Orders)</li> <li>○ Create RFQ's (SOW, Spec, Ref. Info, etc.)</li> <li>○ Create Costs (Budgetary, Spare Parts)</li> <li>○ Create Job Notices</li> <li>○ Customer Visits and Meetings</li> <li>○ Follow / Understand / Share News and Trends in our Industry(s)</li> <li>○ Support other Sales Staff</li> <li>○ Support other Departments (Engineering, Fabrication, Installation, Scheduling, Estimating)</li> <li>○ Weekend and Holiday work may be required</li> <li>○ Traveling in and out of the United States will be required</li> </ul> </li> </ul>		

<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Communicate with Customer</li><li>• Contract and Pricing Development</li><li>• Negotiating Contracts</li><li>• Writing Orders</li><li>• Invoicing and Collecting Payment Support</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• <b>Education / Experience</b><ul style="list-style-type: none"><li>○ BA/BS Degree with focus on Marketing, Promotions, Advertising, Business administration preferred, or 3 to 5 years' experience in Manufacturing Sales / equivalent industry</li></ul></li><li>• <b>Skills</b><ul style="list-style-type: none"><li>○ Organized and Motivated</li><li>○ Excellent Oral &amp; Written Communication</li><li>○ Presentation Skills</li><li>○ Technical / Process Knowledge</li><li>○ Problem Solving</li><li>○ Proficiency in MS Office Products (Word, Excel, PowerPoint, etc.)</li><li>○ Research and Story Building</li></ul></li></ul>