



Sales Engineer

Job Purpose:

Provide engineering technical support to clients and the sales team members. Execute smaller projects and assist with the sales process.

Primary Job Duties:

- Analyze existing client systems, blueprints, plans, specifications, etc. Prepare cost estimates; propose solutions, and size equipment that meet the client's needs. System alternatives to include relative construction, operating, and life cycle costs of the alternatives.
- Develop proposals and support proposal presentations as necessary.
- Execute project management for smaller jobs. Proactively monitor costs and react to variations quickly; monitor labor reporting system to effectively control productivity; schedules subcontractors; escalate problems to sales engineer.
- Works collaboratively with purchasing department to procure and coordinate all materials, equipments, rentals, tools and subcontractors to maximize project profitability.
- Complete billing sheets and forward to accounting to ensure timely contract billings for all jobs.
- Maintain a liaison with product representatives and local suppliers to stay abreast of product lines, promotions, trends, etc.
- Conduct timely and complete turnover meetings for larger projects to transfer specifications to those executing projects.
- Work collaboratively with Sales Representative and Account Executive to qualify sales opportunities and transition from prospect status to client status.
- Maintaining written and electronic records of sales related leads, contacts, referrals, designs, estimates, proposals, inspections etc.

Knowledge, Skills & Education Qualifications:

Technical skills and education:

- Generally five years of proven experience with system evaluation, design, estimating, proposal development and project execution.
- Superior knowledge of commercial and industrial HVAC, plumbing and hydronic systems.
- Bachelor of Science in Mechanical Engineering preferred.

Personal and organizational skills include:

- Ability to effectively organize and handle multiple complex projects under pressure at one time

- Excellent verbal and written communication skills
- Provides the information people need to know to do their jobs and make accurate decisions
- Establishes and maintains effective relationships with customers and gains their trust and respect; encourages collaboration and is dedicated to meeting the expectations and requirements of internal and external customers; Sought out by others for advice and solutions; makes good decisions based upon a mixture of analysis, experience, and judgment
- Bottom-line oriented
- Proactively identifies problems; can see underlying or hidden problems and patterns
- Imposes rigorous standards of excellence upon thinking; formulates clear and precise questions regarding a problem; assesses assumptions, test conclusions against relevant criteria and standards
- Uses time effectively and efficiently; sets priorities
- Easy to get along with, pleasant, positive personality

Computer skills:

- Microsoft Office (Word, Excel, Outlook, Power Point, Project)
- Experience with of AutoCAD 2009 or higher