

Position Title: Sales Engineer**Reports To:** Manufacturing Operations Manager**Overview**

This position is responsible to efficiently represent sales, coordinate each customer project, and ensure customer care throughout the manufacturing process within the values and mission of Paul B. Zimmerman Inc.

Essential Functions/Responsibilities

- Sales & Project Management
 - Ensure all project specifications and deadlines are collected
 - Build methods-of-manufacturing
 - Responsible to price each part for manufacturing
 - Responsible for precisely entering all details into a quote
 - Master efficiency and accuracy in the quoting process to fulfill quality on-time delivery of products
 - Visit potential and current customers as needed
 - Assist customers with design engineering where needed
 - Stay engaged in customer's orders from start to finish
- Customer Care
 - Care for our customer's needs in a professional manner
 - Build and maintain healthy relationships with your customers
 - Ensure all commitments made to customers are met in a timely & professional manner
- Assist with other administrative and miscellaneous tasks as needed

Key Results Areas

- Prompt & quality service for our customers
- Growing knowledge of manufacturing
- A respectful, team-oriented work atmosphere

Qualifications, Experience and Competencies

- General knowledge of welding and shop fabrication
- High mechanical aptitude
- Good communication skills
- Intermediate to excellent computer skills
- Math skills
- Organizational skills
- Good time-management skills, able to handle multiple projects simultaneously
- Able to follow instructions and retain information
- Self-motivated & team player

Physical Requirements

This position will consist mostly of sitting at a desk, using a phone & computer. This position will involve a moderate level of work-related stress.

By signing below, you indicate that you have read and understand the essential duties of this job as outlined above. Because this company maintains a team environment, you may be required to perform other duties as required or instructed.

Employee Printed Name_____
Employee Signed Name_____
Date