

## **Dekomte De Temple LLC**

### **Job Description**

**Job Title: OEM Sales Engineer**

**Department: Sales & Order processing**

**Reports To: Director**

**FLSA Status: Non-Exempt**

**Summary:** Responsible for overseeing daily relationships of the OEM sales, order processing and working on business development to increase market share and customer base. Develops creative sales technique and tactics to achieve set sales goals, targets, and revenue. Establishes sales objectives by forecasting and developing quarterly sales quotas; projecting expected sales volume and profit by performing the following duties.

#### **Sales and applications engineering:**

- Manage and oversee daily operations of the OEM sales, including sales development, and contract negotiations, maintaining relationship with existing OEM customers. Minimum travel expectations are 25% of the time. \*
- Develop strong relationships with customers, sales, and product teams as a trusted advisor to facilitate solution improvements. Proactively guide customers through their product options and prescribe solutions based on their needs\*.
- Assist in preparing accurate and consistent bids. Manage bid and order process and keep oversight of order fulfillment to ensure the correct procedures, policies, and documentation requirements across the sales process\*.

#### **Applications and project engineering:**

- Preparation of quotations\*.
- Preparation of outline CAE drawings\*
- Checking and Approving Engineering Drawings\*.
- Ensure all data and reporting documentation is collected from OEM customers for all proposed projects and keep all records current in CRM software, company network drive & individual plant records on file in the office. Including OEM portal and recording keeping requirements.
- Attending project meetings and customer reviews. \*
- Involvement in detailed technical discussion & preparing technical specifications. \*
- Assist in order processing, filing and workshop management. \*

General duties. \*

- Use of IT equipment to perform general office duties.\*
- Willing to work overtime, weekends and holidays as needed.\*
- Travel within USA on regular basis and overseas occasionally.\*

Performs other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word, Excel, CAD, EARNIE, CRM and PowerPoint.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university; and less than one-year related experience or training; or equivalent combination of education and experience. Mechanical Engineering Qualification preferred.

**Certificates and Licenses:**

Valid Drivers' License

**Knowledge, Skills, and Other Abilities:**

- Knowledge and experience, with ability to learn new technology field.
- Excellent communication and presentation skills are critical
- A working knowledge of gas or pipe systems involving flow calculation would be an advantage
- Mechanical design knowledge and good familiarity with CAE tools
- Active learning skills
- Active listening skills
- Critical thinking skills
- Knowledge of mathematical concepts
- Reading comprehension
- Knowledge of scientific methods
- Complex problem-solving skills
- Knowledge of systems analysis
- Time management skills
- German speaking would be an advantage

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee is frequently required to use hands. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items with a various number of pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Date: \_\_\_\_\_

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_