



JOB DESCRIPTION

Position: Application Engineer I	Effective Date: 07.25.2019
Reports To: National Sales Manager – Ind. Prod.	FLSA: Exempt
Department: 1148 - ETO	Location: CVL CSG

OVERALL JOB PURPOSE:

To participate in and contribute to the sales team with proposal and proposal tool development, working with both internal team members as well as outside representatives.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assist sales management and representatives in the development of various sales accounts.
- Look for opportunities to improve the proposal development processes and present the opportunities to the sales management personnel.
- Develop opportunities assigned by the Sales Managers focusing on needs of the customer, determining early influences and identification of key decision makers.
- Formulate technical and commercial responses to inquiries and specifications, preparing complete, organized, and accurate proposals.
- Review and understand customer specifications. Forward specifications to proper departments for their review and comment.
- Oversee drafting in the preparation of proposal drawings.
- Prepare estimate and all information that is needed to formulate firm cost of VEO products.
- Work with project management to accurately convey the commercial and technical aspects of what was sold.
- Revise of thermal design to assure an optimum response to customer needs.
- Provide recommendations on pricing and risk exposure, as well as ways to mitigate such risk.
- Writing of formal proposal that includes definition and description of scope of supply, reporting of complete pricing including all requested options and addressing all exceptions/clarifications to customer specification.
- Continue client follow up directly and through representative offices on a timely basis. Respond in a timely manner to changes in customer needs.
- Attend proposal review/bid clarification meetings at clients' offices as required.
- Establish contacts and visits with representative companies in order to supply them support in the form of training, literature, and presentation on the products we offer.
- Work with Purchasing to negotiate with established vendors to obtain products/services, information such as technical data, price, availability and delivery to support an overall system offering.
- Complete special projects and duties, as required.
- Adheres to all company policies and procedures.

OTHER JOB DUTIES:

- Other assigned duties necessary to facilitate organizational goals and objectives as directed by the President.

ESSENTIAL JOB QUALIFICATIONS:

- B.S. in Engineering or commensurate experience.
- A general understanding of heat transfer, thermodynamics, and fluid mechanics as they apply to the equipment manufactured or supplied by VEO.
- Working knowledge of sales practices and procedures.
- Strong communication, presentation, and negotiation skills, both verbally and written.
- Excellent planning and organizational skills.
- Functional use of Microsoft Word, Excel, Outlook, and Internet.
- Capable of International travel if requested.

GENERAL SKILL REQUIREMENTS:

- Communication – Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; shares work related information; must be computer literate, and capable.
- Problem solving – Ability to evaluate situations, review options and set priorities within scope of authority; must be able to identify activities for completing assignments by allocating time/resources; ability to multi-task and switch focus quickly.
- Initiative – Ability to be self-motivated and complete tasks without supervision' results oriented; seeks self-improvement, enhancement of skills, and professional growth.
- Meeting commitments – Assumes total accountability for meeting daily commitments with clear understanding of his/her impact on project schedules.
- Quality of work – Sets and maintains high goals and standards for self while understanding and conforming to team standards; achieves a volume of acceptable work within allotted time; work produced achieves established standards for thoroughness, accuracy, neatness, and acceptability.
- Professionalism – Must display high level of professionalism in conduct, attitude, and attire appropriate for the work area; ability to work with people at all levels; must understand “internal customer” concept; able to exercise authority and respond to criticism.
- Leadership – Ability to inspire teamwork and high morale; constructively influence the performance of others; able to obtain results through others; ability to solve problems and make decisions within the scope of authority.

This job description has been reviewed to ensure that essential functions and basic duties have been outlined. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.