

Agra Industries, Inc.

Job Description

Job Title:	Junior Sales Engineer/ Estimator	FLSA Status:	Exempt
Department:	Sales and Marketing	Reports to:	Sales Manager
Prepared by:	Human Resources	Prepared Date:	10/24/07

SUMMARY

The Sales Engineer/ Estimator is responsible for the sale and estimation of machinery applying technical, logistical and business communication skills to maintain and enhance the company's position as an industry leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a list of duties and responsibilities that may not be all inclusive and may expand to include other duties and responsibilities.

1. Establishes, develops and manages new leads by participating and networking at the major trade industry exhibitions and or conferences while promoting the company's capabilities.
2. Meets with customers to discuss, refine and ultimately sell the proposed machinery process layout(s) and other product and process.
3. Meets with engineering design review team to discuss, refine and sell the proposed machinery process layout(s) and offer product and process enhancements/ alternatives that would make the overall project/ sale feasible not only for the client but also for the Company.
4. Formulates and creates descriptive line item quotations based on standard unit costs, if applicable, and meets with engineering management to establish on-time-engineering design hour estimates to meet the requirements of the proposal.
5. Meets with the customer to negotiate contract price and terms and conditions of sale.
6. Creates timeline schedule and final revised detailed quotation once internal and external negotiations are completed.
7. Defines all of the detailed machine and product detailed specifications once an order is imminent.
8. Identifies and negotiates all new process risk areas form potential lead proposals and trade industry needs basis items internally with engineering and the technical group so that R & D efforts can be put in place via test stand application to verify, prove and/or confirm the scope of the process of unit operation.
9. Selects and develops specifications for any new commercial vendors that would be part of a new process for the other business sector sales
10. Completes the schedule, budget and price tracking request forms once an order is received and distributes through formal channels
11. Meets with the engineering project group to transfer the project once a sale is complete.

12. Creates quotes, manages and coordinates customer driven changes with the engineering and production departments via formal change request process.
13. Meets regularly with the engineering project group to make sure the contracted specifications are being met, the schedules are being maintained and that the designs and/ or processes do not deviate from what was sold and agreed upon with the customer or internally.
14. Keeps and maintains price tracking sheets and communicates with accounting to make sure all invoices for pmts are correct and up to date.

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. Must have advanced knowledge of Microsoft Excel.

EDUCATION and/or EXPERIENCE

Requires a Bachelor's Degree from a four year college or university or 3-5 years of relevant manufacturing and sales experience.

Requires mathematical skills that require the ability to add, subtract, multiply and divide, and to make metric system changes.

DISCLAIMER

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.