



EXPERTS HELPING EXPERTS

Job Description for Sales Application Engineer

The primary objective of this position is to serve in a comprehensive technical support and application engineering role, under the direction of the Applications Engineering Team Leader and Vice President of Sales. The Application Engineer works directly with the outside sales team presale on designs, proposal generation, and job costing. The Application Engineer also acts as the Project Manager's resident technical expert post sale. The Application Engineer supports projects throughout their life cycle to prevent a loss of knowledge in project transition from pre-sale to post sale. The Application Engineer will leverage operational efficiencies and process synergies to ensure consistency in the family of brands AEC represents. The successful candidate will demonstrate abilities and experience with collaborative team-based customer service and team-based processing of technical information.

Description of Principle Duties:

Assist in developing improvements and perform duties with a consistent approach in areas such as:

- Meet or exceed individual objectives as set by Sales Team Leader
- Be an active participant in the Entrepreneurial Operating System (EOS)
 - Department level L10 Meetings
 - Work with Team Leader to create quarterly Rocks with Milestones
 - Meet or exceed individual metrics as set by Sales Team Leader
- Selection of equipment based on engineering performance requirements
- Compiling and communicating product updates and improvements
- Technical resource for troubleshooting and managing project issues
- Pricing procedures and schedules for all equipment
- Proposal development
- Support Applications Engineer Administrator with job file management (Keeping Opportunity & Order Folders on SharePoint Organized)
- Conversion of Opportunity to Order
 - Create order on CRM and work with Outside Sales and AE Administrator to populate required fields
- Submittal generation and resubmittal as required
- Ordering equipment from manufacturers following established procedure
- Review order acknowledgements and confirm accuracy and compliance with the following:
 - Order matches quote and/or approved submittal
 - Order matches schedules and specs
 - Proper quantity ordered
- Provide AE Administrator with data to manage backlog in Salesforce as information becomes available
 - Date submitted, Date of approval, PO#, Date Order Placed, Projected Ship Date, MFG#, Ship Date
- Participate in quarterly 1-on-1 meetings with Team Leader to review performance and discuss any issues

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Education, Experience and Qualifications:

- Technical or Engineering bachelor's degree required. Preferably in Mechanical, Electrical, or Industrial Engineering.
- Experience in the field is a plus.
- Education and experience with the construction and engineering industry, with specific experience in dealing with construction drawings, specifications, construction schedule and processes is a plus.

Knowledge/Skill Set:

- Effective interpersonal and customer service skills
- Strong written, verbal and presentational communication skills
- Must have the ability to switch quickly between tasks based on priority and timeline
- Works well within a team dynamic to ensure timely execution of tasks

*This job description shall remain fluid and will be reviewed on an as needed basis.

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