

### **ESSENTIAL DUTIES**

- Assist and execute plans and strategies to expand the customer base in the marketing area and contribute to the development of training and educational programs for clients
- Oversee the quoting process, work with quoting engineer, enter requests into ERP system, review quote risk and margin potential with senior management
- Collaborate with management to develop forecasts, quotas, sales policies and methods, promotional ideas, budget preparation, etc.
- Prepare market analysis to determine customer needs, volume potential and pricing
- Develop a marketing plan and sales strategy that ensures attainment of company sales goals and profitability
- Initiate and coordinate development of action plans to penetrate new markets
- Implement sales and marketing plans
- Maintain the company web site as a current marketing and information source
- Provide timely feedback to senior management regarding performance
- Provide timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin
- Coordinate related functions (e.g., production control, engineering applications, market research, advertising, training, distribution, and service) to achieve sales growth and customer retention
- Maintain accurate records of all pricing, costing, quotes, expenses, customer information and submit activity reports
- Create and conduct proposal presentations and RFQ responses
- Prepare proposals and presentations
- Control expenses to meet budget guidelines
- Adhere to all company policies, procedures, and business ethics
- Other duties as assigned

### **EXPECTED KEY RESULTS**

- The primary role of this position is to achieve significant sales growth through the expansion of our customer base to include new customers, industries, and products.
- Provide leadership towards the achievement of maximum profitability and growth in line with company mission, vision and values.

**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 accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Ability to work efficiently and productively with customers, suppliers, manufacturing management and production staffs.
- Knowledgeable of manufacturing capacity, cost accounting, product markets, sales practices and procedures.
- Knowledgeable of current financial analysis techniques and standards.
- Knowledgeable of data processing systems and programs in order processing and production scheduling.
- Accomplished in Microsoft Office products with general knowledge in data processing products supporting modern digitally integrated production control systems.
- Accomplished in Exact JobBOSS, Palo Alto Marketing Plan Pro and ACT2008 contact management software.



## **JOB POSTING: SALES & BUSINESS DEVELOPMENT**

### **EDUCATION, EXPERIENCE OR LICENSES**

- Requires Bachelor of Science or Bachelor of Business Administration Degree in Production & Operations Controls, Sales & Marketing Management, or equivalent practical on the job experience.
- Must have valid Driver's License