



Girtz Industries  
 5262 N. East Shafer Drive  
 Monticello, IN 47960  
 844-464-4789

<b>Job Title:</b>	Sales Engineer	<b>Job Category:</b>	
<b>Department/Group:</b>	Sales	<b>Reports to:</b>	Director of Sales
<b>Location:</b>	Monticello, Indiana	<b>Travel Required:</b>	minimal
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full time - on site
<b>HR Contact:</b>	Colleen Westfall	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	YES	<b>Posting Expires:</b>	

**Applications Accepted By:**

**E-mail:**  
 cwestfall@girtz.com

**Mail:**  
 Girtz Industries  
 c/o Colleen Westfall  
 5262 N. East Shafer Drive  
 Monticello, IN 47960

**Job Description**

**Job Purpose:** The sales engineer will support inside and outside sales team by reviewing specifications, building quotations, creating sales drawings, and working with marketing and customers as needed. The sales engineer will oversee/monitor the day to day progress, delays, changes in scope, etc. of orders. The sales engineer will remain in constant contact with the customer and provide internal reports for each project.

**Job duties:**

- Work with marketing associate to develop sales literature, spec sheets, fliers, etc. This would include providing drawings, technical data, creative input, etc.
- Review complex specifications provided by customers in order to verify the opportunity is viable for Girtz Industries.
- Create sales drawings that are accurate to the appropriate specification and per Girtz Industries engineering standards
- Build quotes utilizing established quoting system in accordance with standard procedures
- Work with inside sales to review outbound quotes for grammatical errors, technical input
- Setup and maintain customer files in accordance with standard procedures
- Attend trade shows, assist with booth setup/teardown, work booth with other sales personnel and engineering team members as assigned
- Remain current on consumer preferences, changes in local codes and product developments by attending sales meetings, vendor training and trade shows, or reading trade journals
- Manage products throughout life cycle – from pre-launch to customer delivery
- Prepare agendas, invite relevant meeting participants, give reports on how the project is proceeding, document meetings and perform other work related to preparing for and conducting meetings



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- Track project progress and success. Assess risks and hazards to the success of the project and take appropriate measure for avoidance
- Attend daily production meetings and other routine meetings
- Manage changes to orders such that Girtz is paid appropriately and the customer is satisfied with the work performed
- Provide weekly status reports to the customer. Including changes to the schedule, changes in scope of work as compared to original quote and cost implications. Copy Girtz personnel relevant to the project. Including but not limited to Mechanical Engineer, Electrical Engineer, Inside and Outside Sales, etc.
- Develop project summary report and review at the wrap up meeting
- Review invoice prior to sending invoice to customer
- Request, compile and report customer feedback utilizing current systems in place
- Manage time effectively, meet personal goals and work effectively within the organization
- Effectively communicate via written and verbal forms both within Girtz and to the customer
- Maintain proficiency in using personal computer and other common office equipment and software
- Proficiently use Microsoft Office package, Microsoft Project and PDM Works database software
- Use Microsoft Project to plan and document the project timeline throughout the design and production process
- Work on multiple projects simultaneously
- Perform other duties as assigned
- Follow company policies and procedures in accordance with company handbook
- Present a professional image at all times to peers, customers and suppliers

Approved By:	Bob Cain, Director of Sales	Date:	4/19/2017
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