



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

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

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.

Job Tasks:

- Work with marketing associate to develop sales literature, spec sheets, fliers, etc. This includes providing drawings, technical data, creative input, etc.
- Review complex specifications provided by customers per SOP in order to verify if project opportunities are viable for Girtz Industries.
- Create sales drawings that are accurate to the appropriate specification and per Girtz Industries engineering standards and quotations.
- Build quotes utilizing established quoting system in accordance with standard procedures.
- Work with team to review outbound quotes for grammatical errors, technical inputs, and specified scope.
- Setup and maintain customer files and CRM in accordance with standard procedures.
- Attend trade shows, assist with booth setup/teardown, and work the booth with other sales personnel and engineering team members as assigned. Not on regular basis.
- Remain current on consumer preferences, changes in local codes, and developments of products by attending sales meetings, vendor training sessions, trade shows, and/or reading trade journals.
- Prepare agendas, invite relevant meeting participants, host and run meetings by covering applicable materials, document meetings and perform other work related to preparing for and conducting meetings.
- Contact suppliers for updated pricing on various items. Typically (but not limited to) big ticket items such as radiators.



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- Request, compile, and report customer feedback utilizing current systems in place.
- 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, 3D CAD, PDM Works database software, and other software packages as necessary (such as applicable ERP, Smartsheet, Salesforce CRM, etc.).
- 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.

Basic Qualifications:

- Bachelor's degree
- Outstanding written and verbal communication skills.
- Intimate knowledge of Microsoft Excel, Word, Outlook, and 3D CAD.
- Ability to manage multiple opportunities / quotes in different phases concurrently, and to interact with all levels of employees, customers and suppliers throughout the entire process.
- Ability to work with minimal supervision, both alone and in teams.
- Ability to grasp big-picture impact of opportunities / quotes to company as a whole.
- Excellent attention to detail, balanced with ability to prioritize duties appropriately.
- Positive mental attitude.
- Reliable and predictable attendance required.
- Ability to create 3D CAD drawings from quoted SOW or customer concept.

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| Approved By: | Bob Cain, Director of Sales | Date: | 3/18/2020 |
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