

## JOB DESCRIPTION

|                     |                                  |                           |                            |
|---------------------|----------------------------------|---------------------------|----------------------------|
| Title               | <b>Senior Sales Engineer</b>     | Job Classification Number | <b>A 00351</b>             |
| Department /Project | <b>Trading</b>                   | Job Family Name           | <b>Trading/ Dealership</b> |
| Reports to          | <b>Project Manager - Trading</b> | Effective Date            | <b>01 Jan 2005</b>         |

**MAIN PURPOSE OF JOB**

To help sell products or services by designing applications & also providing technical support to prepare quotations for product/service commissioning and after sales support.

**JOB OBJECTIVES**

1. To draft, layout, specify technical devices, parts and Equipment for commissioning the product or service and to meet customer needs.
2. To assist sales force by convincing customers to buy the product / service by detailing about the technical aspects.
3. To provide guidance and expert advice to management or other groups on technical, systems, or process related matters.
4. To estimate the quantifiable characteristics of Products / services to help prepare tenders / quotes.
5. To demonstrate & explain product / service to customers, engineers, architects and other professionals.
6. To provide technical advice/ training to clients and technicians to use, operation and maintenance of equipment.
7. To assist in development of custom-made machinery.
8. To draw up or propose changes in equipment, processes, materials, or services resulting in cost reduction or improvement in customer relations.

**ESSENTIAL WORK ACTIVITIES**

- Problem solving/designing
- Calculating
- Artistic creativity
- Reviewing /evaluating
- Using tools/machinery
- Deciding
- Planning
- Representing / Selling

**SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company’s Health, Safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

**EDUCATION, SKILLS AND EXPERIENCE**

Essential:

- Bachelor of Engineering in Electrical or Mechanical Discipline.

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- Building Automation(management) System
- Knowledge of the systems handled then by the company
- Marketing Strategy
- 7 to 9 years related work experience and 2 years as Site Engineer in HVAC or any discipline.

Desirable:

- Knowledge of practical application
- Diagrammatic reasoning
- Negotiation skills