

JOB ANOUNCEMENT

01st July 2020

1. **JOB TITLE:** SALES ENGINEER
2. **NO OF REQUIRED:** 01 post for Kuala Lumpur Sales Office
3. **JOB DESCRIPTION:**

** Sales/ Marketing Activities*

- Develop client base
- Generate leads and enquiries
- Conduct sales visits and marketing calls.
- Prepare and conduct marketing presentations

** Follow Up activities (before sales)*

- Follow up with sales enquiries
- Prepare quotation & proposal (with SSE Support)
- Prepare information for bidding
- Participate in Project bidding
- Contract negotiations (price and terms)
- Project Schedule planning and forecast (with Project Engineer)
- Package subcontract works if necessary

** Follow Up activities (after sales) Customer Service*

- Prepare CPBD & JAF (with SSE support)
- Monitor master schedules and deliveries (to follow up with client)
- Prepare and coordinate customer visit (with SSE support)
- Monitor change orders and variations / make contract addendums and price variation accordingly.
- Monitor any required activities that will result in a smooth delivery

** Reporting Activities*

- Prepare Quote Activity Report
- Prepare 3 months sales forecast and sales release report.
- Prepare annual Marketing report.
- Collect competitors information
- Collect customer feedback information.

** Sales Improvement plans*

- Developing Builders and Distributors in existing territories
- Networking / participating in forums, seminars and engineering associations.
- Constant monitoring of competitors pricing strategy to reposition

4. **JOB REQUIREMENT:**

- University graduation in **Civil Engineering** or equivalent

- Age range: above 25, local Malaysian preferable
- At least 5 years of experience in steel structure design, experience in Project management
- Knowledge about Autocad or Engineering drawing drafting
- Excellent English communication, good analytical skills, good impact and influence skills
- Independent, result oriented, determined, organized, customer oriented
- Secretarial Experience, knowledge in marketing, creative

5. WORKING LOCATION:

Company Representative Office in Malaysia addressed at:

Unit B-08-15, Gateway Kiaramas, No. 1 Jalan Desa Kiara, Mont Kiara, 50480 Kuala Lumpur, Malaysia