

SALES PROJECT MANAGER

Reports to: Director of Sales

Job Summary:

The Sales Project Manager supports the sales process providing technical guidance and experience and execution in primary role and secondarily supports business development and the engineering and project management groups during the execution of the projects

Supervisory Responsibilities:

- No direct reports but provides guidance to Proposal Engineer

Sales Duties/Responsibilities:

- Consult with existing and potential clients to assess and understand facility needs and systems requirements following request from customer
- Travel to customer site to collect data needed to determine scope of work
- Attend pre-bid meetings
- Develop scope of work
- Communicate with customer to solicit clarifications and give updates during sales cycle
- Develop conceptual design providing a strategic advantage
- Develop scope and specifications and communicate to Proposal Engineer for sending out needed RFQ's
- Structural and electrical design for development of proposal – coordinate with engineering
- Determine building code requirements
- Drawings for development of proposal – coordinate with engineering and drafting
- Schedule – develop detailed schedule for estimate and proposal
- Review Customer terms and conditions and identify potential impact exposure and cost
- Cost estimate – assist with the development and detailed review of proposal cost estimates
- Proposal - assist with the development and detailed review of the proposal package

Business Development Duties/Responsibilities

- Provide expertise and support to sales team to communicate products and services
- Attend trade shows
- Make periodic sales visits to customer facilities
- Provide technical support to customers to help solve problems
- Attend, participate and present at industry conferences and seminars

Project Duties/Responsibilities:

- Conduct sales handoff to the project management and engineering groups
- Organize quotes, takeoffs, schedule and any sub-estimates for handoff to the project management and engineering groups
- Answer any questions or provide any needed clarifications regarding to scope of work and deliverables
- Periodically assist Project Managers in developing scope of work and cost estimate for customer change order requests

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- Periodically assist Project Managers in developing specification for soliciting subcontractor bids
- Provide technical support during project execution

Required Skills/Abilities:

- Experience with bulk material storage and handling facilities and equipment
- Experience with feed mill process design
- General knowledge of construction sequencing and estimating
- Excellent verbal and written communication skills
- Excellent sales and customer service skills with a proven ability to explain technical products to non-technical audiences
- Ability to apply engineering, technology, or other related principles to product sales
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite, scheduling software or related software
- Must be a self-starter
- Proven competency with building and driving strong teamwork both internally and externally
- Ability to interpret CAD drawings including mechanical, civil and electrical
- Ability to perform material takeoffs

Education and Experience:

- BS Engineering or Construction Management degree preferred or related experience
- 5-years plus of industrial construction experience with projects over \$5M.

Physical Requirements:

- Primarily office-based
- Must be able to bend, lift and traverse a plant or construction site
- Must be able to climb ladders to significant heights on an occasional basis
- Be able to travel regularly – approximate 25%