



## SALES ENGINEER: POSITION DESCRIPTION

### COMPANY DESCRIPTION:

For more information on our products and services, you may visit our website [www.nationalcompressedair.com](http://www.nationalcompressedair.com)

**REPORTS TO:** Director of Sales

### HOURS:

- Monday to Friday 8:00 a.m. -5:00 p.m.
- 1 hour per day for lunch
- Overtime / Weekend hours as requested by Director of Sales

**POSITION RESPONSIBILITIES:** This position is primarily responsible for NCA manufactured (or distributed) equipment sales as well as other equipment and services as directed by management. This person must be able to take initiative and accurately represent the products and services of NCA in a consistently professional manner to prospective and current clients/vendors. Attention to detail, accuracy and consistency are essential in this position.

### KEY QUALIFIERS:

- Small or mid-size company experience.
- 2 + years of outside/inside sales experience of capital equipment. Direct sales experience in compression equipment experience would be a plus.
- Some exposure to applications engineering and post sales project management in a manufacturing environment is desirable.
- High proficiency in the English language.
- Additional language skills such as Spanish or French would be a plus.
- Post secondary engineering or technical school or some years of field sales/service experience in engineering equipment (compression equipment experience would be a plus).
- Must enjoy working with customers and have a pleasant demeanor - not afraid to make cold calls!
- Adaptable / Teachable with a strong desire for continued learning.
- Problem solving and analytical skills.
- Ability to work with other company departments to provide timely responses and solutions to clients.
- Ability to develop complex technical proposals and customer presentations.
- Excellent communication and interpersonal skills.
- Strong organizational and multi-tasking skills.
- Extremely driven, proactive, quick moving individual - People-Person and Go Getter!
- Computer Applications - MS Word, Power Point, Excel, MS Projects, and any CRM knowledge - Technology savvy.
- Ability to make use of social media and new digital technologies to initiate new customer contacts and brand promotion.
- Ability to work with minimal supervision.
- Valid Driver's License.



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### POSITION RESPONSIBILITIES:

- Promote sales of NCA manufactured products, service and other distributed products as directed by management.
- Promptly respond to client enquires received by phone, email, website contacts and direct customer interactions as well as any enquiries received through other colleagues and other NCA offices.
- Take initiative and accurately represent products and services of the company in a consistently professional manner.
- Follow process laid out by the management to record enquires, prepare costing work sheets, quotations and periodic follow ups.
- Take full responsibility of customer enquiries with a positive attitude.
- Close sales and help with payment follow ups as required.
- Manage customer's expectations. Inform customer of any delays, changes to design, address customer concerns, ensures customer's needs are being met, etc.
- Interact and follow up with vendors and suppliers as required for project procurement.
- Work closely with engineering and production team to address any issues related to projects.
- Maintains and updates logs (Sales Order, Quotes, Purchasing, Price Lists, etc.).
- Coordinate with other staff members to plan and participate in trade shows and other business promotion activities.
- Coordinate with other staff members to plan and implement promotional email campaigns as well as other digital marketing efforts.
- Coordinate with other staff members to ensure timely follow ups of any leads generated.
- Work with other staff members to ensure full customer satisfaction.

**SUMMARY:** Job descriptions act as a guideline for job expectations and performance evaluations. Each staff member is part of the overall team at NCA and may be asked to help complete a variety of tasks that are not specified in their job description.

*Applicants may send resume with cover letter via email to [hr@nationalcompressedair.com](mailto:hr@nationalcompressedair.com)*

*Please state the position you are applying for. No phone calls please.*

*We wish to thank all applicants for applying however only selected candidates will be contacted for an interview.*

*Covid-19 Protocols include daily screening questions, the wearing of masks, hand-sanitizing and maintaining a social distance of 6 ft from others.*