

# JOB DESCRIPTION FORM

Job Title <b>Sales Engineer</b>	Job Code	Business Unit / Division <b>Zamil Steel Malaysia</b>	Department / Section <b>KLISO</b>
Job Title of Immediate Superior <b>Area Manager</b>	No. of Job Titles Supervised by the Job Holder, if any <b>00</b>	No. of Individuals Supervised by the Job Holder, if any <b>00</b>	
Date of Update <b>28-06- 2019</b>	Revision # <b>00</b>	Prepared by	Reviewed & Approved by <b>Lee Chi Han</b>

## I. Job Purpose: (Why does this job exist?)

<b>This job exist to as front line representative to perform sales &amp; marketing activities, follow up activities, reporting activities.</b>
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## II. Person Specifications: (What are the minimum attributes for the job holder to be effective in this job?)

Age (Range) Years :	<b>25 - 30</b>
Qualifications (Essential) :	<b>Bachelor of Engineering (Civil)</b>
Qualifications (Desirable) :	<b>Bachelor of Engineering (Civil) with Msc in Structures</b>
Certificate/License/Course :	<b>-</b>
Computer Literacy :	<b>MS Office / MS Projects / AutoCAD</b>
Language Required:	<b>English</b>
Duty ( Shift/General) :	<b>General</b>
Special Physical Characteristics Needed :	<b>Physically fit, Pleasant looking, positive &amp; active</b>
Specific Experience (in Years) :	<b>1 year experience in Sales environment.</b>
Personal Competencies:	<b>Independent, result oriented, determined, organized, customer oriented.</b>
Other (if any) - Please Specify :	<b>Secretarial Experience, knowledge in marketing, creative</b>

## III. Job Authority: (Operational/ Financial/ Administrative/ Special)

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## Key Result Areas / Areas of on-going Accountability & List of Job Responsibilities:

Key Result Areas / Areas of on-going Accountability	List of job Responsibilities
(What areas or major activities will produce the contributions that the company expects from this employee?)	(Identify both the routine and non-routine tasks that this employee has to perform. As much as possible, you must highlight the result that is expected from each task.)
<i>Sales/Marketing Activities</i>	<ul style="list-style-type: none"> <li>• Develop client base</li> <li>• Generate leads and enquiries</li> <li>• Conduct sales visits and marketing calls.</li> <li>• Prepare and conduct marketing presentations</li> </ul>
<i>Follow Up activities (before sales)</i>	<ul style="list-style-type: none"> <li>• Follow up with sales enquiries</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare quotation &amp; proposal (with SSE Support)</li> <li>• Prepare information for bidding</li> <li>• Participate in Project bidding</li> <li>• Contract negotiations (price and terms)</li> <li>• Project Schedule planning and forecast (with Project Engineer)</li> <li>• Package subcontract works if necessary</li> </ul>
<i>Follow Up activities (after sales) Customer Service</i>	<ul style="list-style-type: none"> <li>• Prepare CPBD &amp; JAF (with SSE support)</li> <li>• Monitor master schedules and deliveries (to follow up with client)</li> <li>• Prepare and coordinate customer visit (with SSE support)</li> <li>• Monitor change orders and variations / make contract addendums and price variation accordingly.</li> <li>• Monitor any required activities that will result in a smooth delivery</li> </ul>
<i>Reporting Activities</i>	<ul style="list-style-type: none"> <li>• Prepare Quote Activity Report</li> <li>• Prepare 3 months sales forecast and sales release report.</li> <li>• Prepare annual Marketing report.</li> <li>• Collect competitors information</li> <li>• Collect customer feedback information.</li> </ul>
<i>Sales Improvement plans</i>	<ul style="list-style-type: none"> <li>• Developing Builders and Distributors in existing territories</li> <li>• Networking / participating in forums, seminars and engineering associations.</li> <li>• Constant monitoring of competitors pricing strategy to reposition</li> </ul>

N.B.: You are requested to complete this form in two pages only.