

Job Description – Sales Engineer

Key Responsibilities

1. Promote Products and Solutions:

- Travel to meet customers and external stakeholders to present our offerings.
- Conduct calls to engage with potential clients (database will be provided).

2. Customer Acquisition:

- Actively source and identify new customers and projects through market research and networking.

3. Sales Quotation Preparation:

- Prepare detailed sales quotations for customer projects and tenders, ensuring accuracy and competitiveness.

4. Order Fulfilment Coordination:

- Liaise with Operations, Logistics, and Accounts teams in Singapore to ensure seamless fulfilment of customer orders.
- Ensure prompt and clear communication with all departments to facilitate timely delivery and resolve any issues.
- Monitor the status of orders and provide regular updates to customers.
- Address any customer concerns or inquiries promptly to maintain high customer satisfaction.
- To assist in collection of payments from customers.

Requirements

1. Interpersonal Skills:

- Comfortable with meeting and engaging with diverse individuals.
- Strong communication and interpersonal skills to build and maintain client relationships.

2. Business Travel:

- Willing to travel within Singapore or to other regional offices to meet customers and external stakeholders (travel reimbursement will be provided).

3. Proactiveness and Analytical Skills:

- Proactive, inquisitive, and analytical mindset to identify opportunities and solve problems effectively.

4. Working Experience:

- Prior experience in sales or customer service is highly favourable but not compulsory.
- Background in Civil Engineering or any Engineering discipline is advantageous but not required.

Additional Information:**1. Training and Development:**

- Comprehensive training will be provided to familiarize you with our products and sales processes.
- Opportunities for career development within the company based on performance.
- A senior staff member will be assigned to you as a mentor.

2. Performance Metrics:

- Success will be measured based on customer acquisition rates, sales targets, and knowledge of projects and tenders.

3. Work Environment:

- Collaborative and supportive work culture with a focus on continuous improvement.
- Regular feedback sessions and open-door policies to ensure that everyone's voice is heard and valued.
- Working hours: 9am to 5pm, Mondays to Fridays

4. Compensation and Benefits:

- Competitive salary package with AWS (Annual Wage Supplement) and Annual Performance Bonus (Non-commission role)
- Health and wellness benefits, including group health insurance and medical & dental reimbursement.
- Professional development opportunities and support for further education.

