

Job Description

Employee: TBA

Reporting to: Chelsea Sun

Position: Costing & Sales Engineer

Date: August 2021

Outline of role: To support the Business Manager in the execution and development of the manufacturing solutions product range and also taking the internal sales administration role for a key customer.

| Role | Outline |
|---|---|
| Product Development | <ol style="list-style-type: none"> 1.1. Manage each enquiry and ensure a competitive solution is offered to the customer. 1.2. Ensure quotations are completed within an agreed time frame. 1.3. BOM cost down analysis for each project. 1.4. Review alternative components offered by suppliers. 1.5. Prepare quotations for sales. |
| Product Management | <ol style="list-style-type: none"> 2.1. Manage the transition from quote to order. 2.2. Check factory BOM is correct and approved against customer BOM. 2.3. Ensure any alternatives are approved by the customer. 2.4. Check and approve factory drawings as required. 2.5. Create new part numbers in Exchequer. 2.6. Create free issue sheets and communicate this to the Branch office. 2.7. Update supplier and customer price lists. 2.8. Link BOM's and drawings as required. 2.9. Manage and resolve technical issues. 2.10. Control any customer design changes and up issues in conjunction with the Branch Office. |
| Customer | <ol style="list-style-type: none"> 3.1. Take Internal Sales Engineer (ISE) role for nominated key account 3.2. Take Internal Sales Coordinator (ISC) role for nominated key account |
| Quality | <ol style="list-style-type: none"> 4.1. In conjunction with the Quality Manager and Business manager take responsibility for product quality and true preventative and corrective actions. |
| Other and company-wide responsibilities | <ol style="list-style-type: none"> 5.1. Contribute positively to company morale 5.2. Comply with company procedures 5.3. Remain familiar with the staff handbook |