

Anta Electric

Job Description



Last Updated: 06/26/2019

Job title: Project Manager and Inside Technical Sales

Work Location: 14 Fairchild Square, Clifton Park, NY 12065

Division/Department: Sales

Reports to: Sales Manager

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Project Management:

Project Managers need to be professional, able to multi-task, generate quotes/estimates, and follow and plan their jobs from beginning to end.

- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Overseeing all incoming and outgoing project documentation.
- Managing project progress and adapt work as required.
- Perform risk management to minimize project risks..
- Enduring projects meet deadlines, within scope and budget
- Measure project performance using appropriate systems, tools and techniques.
- Lead project planning sessions.
- Meet regularly with internal staff to review project status.

Inside Technical Sales:

Generates revenue by soliciting and obtaining orders; understanding and interpreting technical requirements; providing technical information; developing accounts

- Develops sales opportunities by identifying potential accounts; soliciting new accounts; providing technical information and explanations; preparing quotations.
- Drives continued sales by checking customer purchasing history, suggesting new and related products, and explaining technical features

HARNESS THE POWER OF ANTA ELECTRIC

- Understand customer needs and requirements
- Manages in-coming inquiries from potential new customers with the goal generating new business.
- Coordinates with the Customer Service Manager to help close on the business and/or negotiate objections.
- Answer customer calls and inquiries promptly within predetermined time periods.
- Communicate customer concerns/complaints to the department manager.

Education and/or Work Experience Requirements:

- Technical Sales experience: 3 years (Preferred)
- Project Management Experience : (Required)
- Proficient in use of Microsoft Office products
- Experience in electronic assembly (a Plus)

Other Requirements:

- Open minded and willingness to learn our way of selling
- Strong people skills and excellent Customer / Staff relations
- Positive, professional attitude
- Solid presentation, written and oral communication skills
- Strong organization and time management skills
- Ability to maintain regular, punctual attendance.
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date:

