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	⊠ Exempt	
Part-time	□ 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:

HARNESS THE POWER OF ANTA ELECTRIC

1/30/19



Job Title: Project Manager and Inside Technical Sales

Department: Customer Service

Required Job Specific Training after Hire: The topics listed below are required to be trained within the time frames indicated.

"On the Job" (OTJ) training will take place when the assembler is assigned those tasks. An "On the Job" training form (# 300297) must be completed and signed by the Supervisor. This training should also be added to the New Hire Training Form (# 300131) and signed in accordance with PRM 009 (Competence, Awareness and Training)

Training Tanica
Training Topics:
The Company & Organization
Product Overview
Quality Management System
OSHA: Fire, Health, Safety
Employee Handbook (Read and SIGN)
Basics of Visual Job Shop (ERP System)
Work Order Creation
Inventory Location Screen
ESD Handling
Order Expediting Process
Handling of non-conforming product (PRM -005)
Customer Specific Processes as Required
Sales Order Entry in VJS
Quote Entry Into VJS
Quality Objectives as they relate to Sales
RMA System and Logs

HARNESS THE POWER OF ANTA ELECTRIC