

## Job Description

### JOB VACANCY REF NUMBER:

2023-31 (1st Sep 2023)

### JOB TITLE:

Technical Sales Engineer

### PURPOSE OF THE JOB:

We are looking for a Technical Sales Engineer to support the business with technical/analytical skills and administrative work in line with APT Commercial & New Business's strategic direction driving world-class manufacturing and production parts supply to ensure the future growth of the company.

### DUTIES & RESPONSIBILITIES:

- Support with Sales and Enquiry data and tracking; helping the Commercial Manager with tracking & and communicating price fluctuations to customers including LME, Billet Premium, FX and shipping costs (special training will be provided), including customer communication and liaison with suppliers.
- Provide administrative support for new enquiries including support with booking enquiry data (info and CAD/drawing data), reading and understanding engineering drawings and specs, creating draft project mandate documentation and project handover support to the Design Engineering Dept.
- Help to maintain the Sales Enquiry Register and Sales Order Register and support with data review for management meetings – **the nature of some of this data will be sensitive; discretion is required at all times for sensitive information.**
- Supporting production Quotation Documentation and Sales Order Acknowledgment Documents for review and sign-off by the Commercial Manager before communicating to customers.
- Assisting with Sales and Marketing duties including support to co-ordinate trade shows, helping with email marketing, website and online content updates where necessary (training will be provided) etc.
- General communication with customers and suppliers' enquiries and existing projects – supportive role
- Raising Non-Disclosure Agreements (NDA) to suppliers via the Contract Express system
- Support with customer NDA & business terms and conditions & and administration during the agreement process with customers.

### CANDIDATE:

- Effective communicator to all levels of the organisation
- Can plan time effectively and work well under pressure
- Organised
- Good interpersonal Skills to deal with business stakeholders i.e. customer requests.
- Working in a team environment
- At times working under own initiative

Doc Ref	Issue	Date
QMSF_209	2	01-09-2023

**REPORTING TO:**

Commercial Manager

**WORKING HOURS:**

- Full-time - 5 working days, 8 AM TO 5:30

**PROBATION:**

6 Months

## **Person Specification**

### **KNOWLEDGE:**

- Must be fluent in written and spoken English
- Experience in a highly structured manufacturing industry
- Solid knowledge of relevant business processes and their integration with SAP or similar systems.
- knowledge of the latest advancements within ERP applications.
- Superb collaboration and communication skills.
- Exceptional analytical and problem-solving abilities.
- Excellent organizational and time management skills.
- Advanced ability to manage projects and provide leadership.

### **Desirable:**

- Time Management
- Working to Targets
- Management skills
- Good Organization Skills

### **WORK SKILLS**

#### **Essential:**

- Accuracy and attention to detail
- Able to maintain focus in a high-pressure environment

### **GENERAL SKILLS/ ATTRIBUTES:**

#### **Essential:**

- Effective communicator to customers and all levels of the organization
- Self-Motivated
- Organised
- High level of accuracy and attention to detail
- Organised
- Good Interpersonal Skills
- leadership/mentoring skills

### **Desirable:**

- Automotive/ Manufacturing Background

### **EXPERIENCE**

#### **Essential:**

- Minimum 5 years of experience in the manufacturing industry

### **Desirable:**

Doc Ref	Issue	Date
QMSF_209	2	01-09-2023

- Good Understanding of Manufacturing/Production Environments

**EDUCATION:**  
Essential:

- Bachelor's degree

Desirable:

- Masters in engineering

**QUALIFICATIONS**  
Essential:

- ERP Knowledge (SAP )

Salary:

- Competitive package based on experience