

# JOB DESCRIPTION

**JOB TITLE:** SALES ENGINEER - Qatar

**DEPARTMENT:** SALES QATAR

**REPORTING TO:** Area Sales Manager / Sr. ASM

(Role to which this role reports)

**REPORTEES:** Nil

(Roles reporting to this role)

**SPAN OF CONTROL:** Nil

(No. of associates reporting to this role)

## JOB SUMMARY

(Brief about the existence of the position)

- To Promote and Sell Kirby products to new / repeated customers.
- The sales engineer is the first level in the sales organization.

Preference would be given to candidates having previous experience in PEB/Structural Steel Industry.

## KEY DUTIES & RESPONSIBILITIES

(Primary duties)

- Communicate with all repeated customers / potential customers / consultants / end users, in the specific territory assigned by his ASM, to promote Kirby Business.
- Receive customers enquiry for bidding, study it , prepare QRF& sketches and communicate with engineering / estimation department to get it priced
- Prepare the offer and follow up with his customers to negotiate / modify the offer until he closes the deal within Kirby standard contract terms (Contract to be signed by ASM).
- Communicate with Kirby management ( Sending DAF / E-mails) after consulting his ASM to get further discount on selling price –if needed- and any special approval on delivery / payment terms / any other non standard terms.
- Prepare all entry documents for the new orders, review with his ASM and send to PMG/Credit
- Follow up with PMG / Credit Engineering / and all other departments –if needed- to ensure releasing the job for production and shipment after getting necessary approvals from Kirby’s customer.
- Provide after sales services to Kirby customers until the buildings are completely erected.

## **ADDITIONAL RESPONSIBILITIES**

(Apart from regular activities )

- Assist his sales manager in preparing the weekly / monthly sales / job reports.
- Collect all possible information about Kirby competition from the market.
- Perform other administrative duties for Kirby operation (outside Kuwait) as may be assigned by his Sales Manager.

Summary of the Sales Engineer activities: Prospecting – Qualifying – Studying / Presenting –Quoting – negotiating technically and commercially/ Disarming objections – Closing –Follow up approvals / Changes- Manage any Claims

## **CAREER OPPORTUNITIES/ GROWTH**

SR SALES ENGINEER

## **FUNCTIONAL COMPETENCIES ( Key skills requires)**

- Good command of English is a must in addition to Arabic.
- Good knowledge of computer applications (MS, SAP, Internet) and any additional software like (Auto-Cad, STAAD, Any planning software) is preferred.
- Engineering / IT skills / English Language.
- Good mathematical logic (Has good sense of numbers).

## **BEHAVIOURAL COMPETENCIES**

- Extrovert / outstanding communication skills.
- Positive attitude / Drive
- Natural ability to build rapport.
- Clever / Smart.
- Self motivated, ambitious and energetic.
- Team player and service oriented.
- Aggressive.
- Presentable
- Confident.
- Organized.
- Transparent.
- Independent
- Sense of humour.

**AGE: Below 30 yrs**

- **QUALIFICATION: Bachelor in Civil Engineering**

**EXPERIENCE & INDUSTRY: :**

- Experience in sales in PEB / SS Sales is required
- Additional 2 years experience in engineering applications (Design / Construction).