

JOB DESCRIPTION

JOB TITLE: SALES SUPPORT ENGINEER - Jeddah
DEPARTMENT: SALES JEDDAH
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)
<p>- Incumbent must have 2-3 years' experience in engineering applications (Design / Construction).</p> <p>To assist the sales team in Promoting and Selling Kirby products to new / repeated customers.</p> <p>Preference would be given to candidates having previous experience in PEB/Structural Steel Industry.</p>
KEY DUTIES & RESPONSIBILITIES (Primary duties)
<ul style="list-style-type: none">• 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 technical issues with customers• 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)

- Accuracy and clarity of QRF/ WOF / Sketches.
- Number of Quotes / M.

CAREER OPPORTUNITIES/ GROWTH

SR SALES SUPPORT ENGINEER

FUNCTIONAL COMPETENCIES (Key skills requires)

- Engineering / IT skills / English Language.
- Design Background is a must.
- Good command of English is a must in addition to Arabic or Hindi or XXX.
- Good knowledge of computer applications
- (MS, Internet, AUTOCAD and design software like STAAD)

BEHAVIOURAL COMPETENCIES

- Positive attitude / Drive
- Clever / Smart.
- Self motivated, ambitious and energetic.
- Team player and service oriented.
- Confident.
- Organized.
- Transparent.
- Independent
- Accurate.
- Innovative

AGE: Below 30 yrs

- **QUALIFICATION: Bachelor in Civil Engineering**

EXPERIENCE & INDUSTRY: :

- **Transferable Residency within KSA (it is mandatory)**
- 2-3 years' experience in engineering applications (Design / Construction).
- Additional experience in design of PEB is preferred

