

Job Description			
Position Title	Sales Engineer		Date
Department	Sales		
Reporting Line	Manager	Job Level	Executive
Job Grade	NA	Salary Range	
Summary			
This position involves sales activities, market research, conducting product seminars, maintaining relationships with distributors and customers, and achieving company targets			
Responsibilities			
	<ul style="list-style-type: none">• Responsible and managed assigned customer accounts.• Provide product knowledge to customers and handle all customers' inquiries.• Consolidate customers' requirement and report to Manager.• Assist with pre- and post-sales activities to ensure customer satisfaction.• Ability to use technical knowledge to communicate with customers, distributors and internal departments.• Provide accurate sales quote to customers.• Conduct product presentation to prospective customers.• Liaise with various internal departments: HQ or regional offices on customers and distributors related issues.• Prepare Daily reports, Project/Case/Issue progress reports, monthly Sales/Order report, report on the achievement of targets and any other job-related reports when required.• Perform market research to understand key customer's business growth, market trend and market situation.• Other ad-hoc duties may be assigned by Manager.		
Requirements			
Academic Qualification	<ul style="list-style-type: none">• Degree in Mechanical Engineer, Marketing, Business Administration and Sales related field.		
Work Experience, Skills and other requirements	<ul style="list-style-type: none">• Minimum 7 years of experience in system integration and factory automation• Proficiency in engineer or sales engineer.• Skilled in Microsoft Office applications (Excel, Word, PowerPoint).• Excellent interpersonal and communication skills with a focus on sales and negotiation• Professional in written and spoken English.• Fluency in Chinese, Malay, and/or Hokkien is an added advantage for effective communication with diverse counterparts.• Ability to multitask, take initiative, and complete tasks effectively.• Self-motivated, energetic and enthusiastic individual.• Willing to learn new things and adapt to multi-culture.• Able to drive and have a clean valid driving license.• Able to travel overseas for short term business trip.		