

Job Description

We are seeking a **Full-Time Sales Engineer** to support the sales growth of our T&B Division. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year to help change the world one building at a time. The ideal candidate will be able to provide the foundation necessary to support such growth. This position will report directly to the T&B Business Development Manager.

Essential Duties and Responsibilities:

- Identify prospects, qualify leads and respond to customer inquiries.
- Evaluates customers' mechanical plans to develop estimates and sales proposals.
- Assist sales team with commercial or technical inquiries and proactively follow-up.
- Develop sales presentations, introductory materials and schedule customer follow-ups and meetings.
- Create and maintain prospective and existing client records and leads.
- Study and interpret competitive practices and pricing; adjust strategies as needed.
- Ensure commercial and financial aspects of properly setting up new accounts.
- Support the proper transfer of newly developed national account customers to the operations team.
- Assist the Melink marketing team with targeted T&B marketing and content initiatives.
- Research construction market trends and develop periodic reports highlighting new opportunities, economic trends and target business partners.
- Develop T&B skills to perform field work during periods of peak customer demand.
- Other job duties as may be assigned.

Expectations

- Become an ambassador for Melink products and services within the industry, and serve as an effective customer advocate to enhance the customer's experience and impressions.
- Serve as an effective liaison between the T&B sales team and other groups.
- Other sales and marketing job duties as may be assigned.
- This position requires up to 25% travel.

Qualifications:

- Bachelor's degree in engineering or technology is required.
- Sales experience in HVAC or construction services is desired.
- Strong sales/customer service skills (i.e. interpersonal skills, public speaking/presenting abilities, written and verbal communication skills, high emotional intelligence, positive attitude with a bent for service leadership).
- Must possess a strong work ethic and a high level of self-accountability.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to comprehend and interpret mechanical plans and construction documentation (with training).
- Ability to solve problems and create innovative solutions in situations where only limited data exists.
- Proficiency in Microsoft Office is required; experience with SAP is desired.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 10 pounds. The travel required for this position is 25%.

Expected Performance Outputs

- Measurable support of sales team in helping develop national account customers (analyses, costing, proposal development) and transferring the accounts to the operations team when fully developed.
- Measurable development of one-off opportunities and assigned new customer opportunities.
- Perform various marketing tasks, analytical projects and field T&B work as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Extreme Ownership** - Takes personal responsibility for outcomes and perseveres in the face resistance or setbacks. Pursues everything with energy and drive.
- **Subject Matter Expertise** - Excels at his/her professional function, regularly demonstrating and sharing depth of knowledge and skills. Is a quick study.
- **Clear & Candid Communication** - Ensures that information is passed on to others who should be kept informed; has the courage to say what needs to be said.
- **Building Collaborative Relationships**- Cultivates trusting, respectful, professional relationships with colleagues and customers over time.
- **Planning & Problem-Solving** - Takes the steps necessary to deliver high quality results, on time and on budget.
- **Continuous Improvement** - Constantly seeks ways to improve the internal and external customer experience by delivering better, faster or less expensive products and services.

