

## JOB DESCRIPTION

TITLE:	Sales Engineer – Sheet Casting
REPORTS TO:	Vice President

### GENERAL SUMMARY:

The person holding this position is responsible for sales of ZIRCAR Ceramics' products into the Global Aluminum Sheet Casting Industry. The Sales Engineer will be required to travel up to 50% of the time on the job both domestically as well as internationally.

### PRINCIPLE DUTIES & RESPONSIBILITIES:

- 1) All aspects of direct selling that contribute to the growth and profitable sales of the Company's products while performing the following:
  - a) Promoting sales of ZIRCAR's products to customers and prospects through telephone contact, personal visits, solicitation calls, trade show participation, e-mail prospecting, etc.
  - b) Responding to technical inquiries by customers and prospects.
  - c) With the assistance of the company's Sales Support Staff, Preparation of price quotations, drawings/sketches and answers to technical questions as required to close on orders and ensure proper specification and use of the Company's products.
  - d) Providing service after the sale to ensure customer satisfaction.
- 2) Creation of internal and external reports and correspondence including but not limited to Daily reports, Bookings Projection, Travel Itineraries, Telephone Call Reports, Customer Trip Reports, Input of customer contact information into the Company's database, Weekly Expense reports, etc.
- 3) Undertaking any other tasks deemed necessary by superiors to assure the smooth and effective operation of the Company.

### KNOWLEDGE, SKILLS & ABILITIES:

- 1) Knowledge of ZIRCAR Ceramics' Cast House Consumables and their applications or ability to acquire them rapidly as would be demonstrated by possession of Bachelor of Science in relevant Engineering, Metallurgy, Materials Science or related engineering discipline, or relevant job experience.
- 2) Possess minimum 3 to 5 years of experience in technical field sales.
- 3) Excellent technical writing, written and verbal communication skills using the English language. Familiarity with additional languages to assist in global travel.
- 4) Ability to:
  - a) Close on orders
  - b) Support the corporate vision and mission.
  - c) Travel on regular basis.
- 5) Possess a valid driver's license and a valid US Passport.
- 6) The physical requirements of this position include, but are not limited to, the ability to:
  - a) possess the manual dexterity required to operate typical office equipment
  - b) be completely ambulatory in order to:
    - i. walk to all office and production locations within the Company, and

- ii. visit customer offices and various site locations (physical agility may be required)

**WORKING CONDITIONS:**

Split between traveling to customer’s locations and normal office environment.

The preceding description is intended to be an accurate reflection of the principal elements of the job essential to making fair pay decisions about the job, and is not an exhaustive list of the skills, efforts, responsibilities, duties, or working conditions associated with the job.

	Name	Date	Signature
Approved By			
Accepted By			