



GRAHAM ENGINEERING

## JOB DESCRIPTION

**Title:** Sales Engineer

**Reports to:** Sales Engineering Manager

**Location:** York, PA

### Background:

The Graham Group acquired majority interest in American Kuhne in October 2012 followed by Graham Engineering Corporation's acquisition of Welex in June 2013. Together, Graham Engineering Corporation, American Kuhne and Welex create a convergence of leading technologies, people & capabilities in extrusion.



Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion.

About Graham Group ([www.grahamgroup.com](http://www.grahamgroup.com))



- Extrusion Blow Molding
- Rotary Wheel
- Shuttle & Shot Pot
- Accumulator head

- General purpose extruders
- Medical tubing solutions
- Screw design

- Sheet extrusion solutions
- Multi-layer & barrier

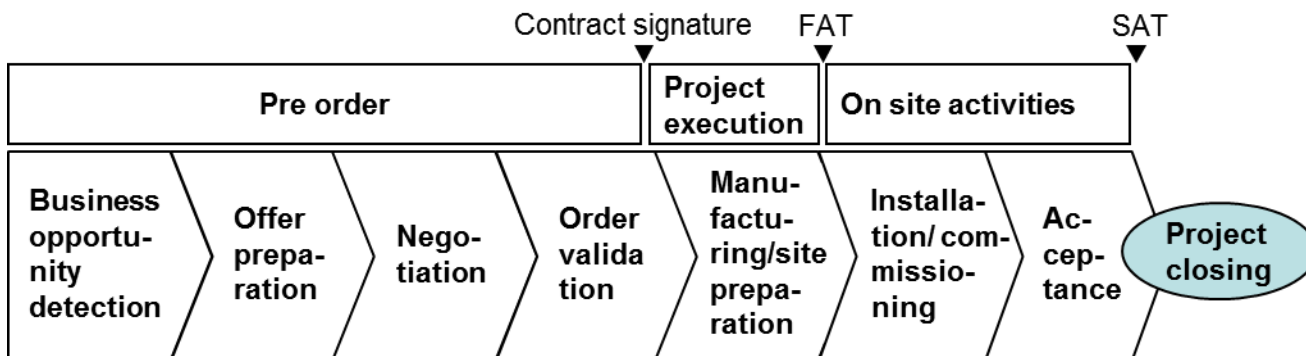
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### **Position Summary:**

The position is responsible for using best methodology to create budgetary and detailed quotations to fit the stakeholders/customers' needs and deliver clear expectations to the customer/company. Fully accountable for the result of the quotation and is the driver that delivers timely quotations to the customer and Regional Sales Manager. The sales engineer leads internal sales effort with passion and develops consensus among all participants within the quoting, order and specification gathering phase of the project and supports Regional Sales Managers through all phases of the sales cycle in order to maximize their time at customer sites. The sales engineer is responsible for ensuring project quality, cost, and delivery in front of customers, delivering project profitability and customer satisfaction.



- Act as a point of contact for customer interactions in the quotation, order and specification gathering phase of the project with GEC plant.
- Create quotes and specify equipment and retrofits for customers and regional sales managers in a timely manner to meet company goals.
- Develop accurate cost/price models for complex machinery projects and systems
- Generate concept drawings as required to effectively communicate quotation scope to engineering
- Follow up on quotes with customers as directed by regional sales managers.
- Manage sales administration activities including reviewing sales orders, terms and change orders for contractual requirements.
- Keep clear and accurate records for each quotation assigned.
- Collaborate with RSM to provide initial specification at the kickoff meeting.
- Communicate with customers to clarify their order requirements.
- Work with engineering and operations to ensure customer requirements are met at the beginning each project.
- Hands over the order and budgets with the RSM to Project management related to AK, GEC or Welex brand orders.
- Attend customer commitment meetings in the pre-order and order/gather technical specifications phase to represent the customer and to assure priority is assigned to critical orders.
- Work closely with the Customer, Sales Team, Engineering, Manufacturing, and the PM to define the project scope and objectives in the quotation. Ensure that the scope, budget and objectives as quoted are understood by the project team at the kick-off meeting.
- Identify and communicate internally any risks involved with each quotation from a process or financial perspective
- Prepare, maintain and submit clear & concise activity/progress reports during the quotation, order and specification gathering phase of the project.
- Promotes customer involvement
- Apply lessons learned from recent orders and participate in post mortem project reviews
- Serve as a role model in promoting good working relationships across the early phases of a project.
- Help to develop the skill set and career path of the team members.
- Build consensus, develop contingency plans and provide recommend solutions.
- Coordinate with VP of Sales and BDDs to prioritize quote activity daily.
- Participate in product development, product management and marketing activities.
- All other duties as assigned.



**QUALIFICATIONS REQUIRED:**

**Education:**

- AS or BS in Engineering Field a plus

**Experience:**

- Minimum of 3-5 years working with customers, sales managers and vendors
- 3+ Years Experience Proposal/Sales Engineering processes
- Solid technical background with an understanding and/or hands-on experience working for a manufacturing company. Direct experience with plastic extruders, sheet lines, blow molding machinery and auxiliary plastic machinery is strongly desired.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Use and knowledge of AutoCAD and Creo is a plus
- Use and knowledge of Infor Visual ERP system is a plus

**Essential skills, behaviors:**

- Management – the ability to organize and manage multiple priorities and quotations.
- Must be team oriented, and customer driven.
- Must have superior written and oral communication skills with strong presentation skills.
- Must be able to meet tight deadlines, be detail oriented and highly organized.
- Planning/organizing – Prioritize and plan work activities, and use time efficiently.
- Must have the ability to comprehend technical information including drawings, specifications and quality requirements is required.
- A track record of ethical business behavior.
- Commitment to Graham Engineering company values.

**Travel required:** Low (may include international)