Sales Executive/Engineer
Job Description

	Definition
*	Working under the supervision of the Sales Manager, the full-time Sales Executive/Engineer oversees and manages the CRM systems/BCI Reports/Quotations and other tasks as assigned by the Directors/Managers.
	Duties & Responsibilities
*	To follow up with existing accounts, contractors and engineers. The source will come from current company databases.
*	To make contact and follow with new accounts, contractors and engineers and introduce the company. The source will come from direct enquiries into the office, current feedback from contacts and from BCI Reports, etc.
*	Cold call on projects and companies that come across out in the field.
*	Checking & update CRM systems & BCI daily for project reports.
*	Follow the existing call cycle system.
*	Submit weekly sales run sheet, detailing visits to clients, projects, follow ups, site demo, etc.
*	Technical presentations to contractors and engineers upon full product training and support given.
*	On-site technical site installation training to be given to contractors and engineers when requested.
*	To follow all current company interacting sales and marketing systems.
*	Monthly sales meeting preparation on feedbacks on current and potential sales and market positions.
*	Follow up with contractors/engineers/architects/developers on new or existing projects.
*	Follow up on contacts/enquiries from fax/emails/calls.
*	Create or issue documents such as quotations, reports, updates, memos and letters using word processing, spreadsheet, database and/or other presentation in company's software and systems.
*	May conduct research, compile data and prepare papers for consideration and presentation to the Directors/Managers.
*	Support staff in assigned project-based work.
*	Other duties as assigned by Directors/Managers.
	Additional Notes
*	Full support given by internal sales & marketing team in many areas of the sales & marketing requirement.
*	Full product training and support will be given or available at all times until a level of competency is achieved.
*	On-going traing and support will be given by the company.
	Knowledge, Skills And Abilities
*	Computer literate.
*	Good writing, analytical and problem-solving skills.
*	Knowledge of principles and practices of organization, planning, records management and general administration.
*	Ability to communicate effectively.
*	Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
*	Ability to follow oral and written instructions.
*	Ability to work independently or as part of a team with a positive and self-disciplined attitude.
*	Ability to speak good English. Local dialects are a bonus.