

Sales Manager

(Erie, PA)

Position Description

Swanson-Erie Corporation, a leader since 1919 in designing and building multiple station automatic assembly machines, is seeking an experienced sales manager. The sales manager will primarily be responsible for cultivating and responding to customer inquiries, recommending an appropriate product, creating a sales proposal, and working with product engineering on the design of the equipment. Ideally should be organized, self-motivated, and detail oriented.

Qualifications

- A bachelor's degree in engineering, marketing, business administration, or related field
- 5 - 15 years of sales experience in an engineering field
- Effective communicator (verbal/written)
- Proficient in Microsoft Office

Responsibilities

- Responsible for the review of incoming inquiries, orders, requests for quotations, and the preparation of itemized proposals/contracts
- Responsible for the editing of major sales orders and coordination of communications between the company and customers in matters pertaining to customer inquiries, proposals and major issues
- Prepare price work sheets for quotations/contracts, listing prices of standard components and calculate prices of special items needs and/or work with others to obtain costs and prices
- Request proposal drawings and work with engineering personnel to clarify design details
- In order to prepare quotations/sales proposals, must be able to determine customer needs, recommend specific equipment, additions or modifications to existing equipment by obtaining all necessary data
- Ability to clarify matters of price discrepancies, terms, contract, delivery, and similar items and provide technical support to customers & sales personnel
- Follow up on orders in-process, shipments and delivery
- Give prompt attention to customer concerns, complaints, quality; confer with appropriate company personnel and, when necessary, with supervisor regarding any present or anticipated customer problems
- Assist company personnel in resolving technical questions or problems relative to sales orders
- Work with quality team to ensure all shipments meet internal standards
- Work with service and product design team on recommended design improvements and new product development
- Support, direct and coordinate field sales representatives
- Participate in marketing strategies
- Demonstrate an aptitude for continuous improvement to better current processes