# TECHNICAL SALES SPECIALIST

**Reports to: Technical Sales Director Company: Fibrebond**

# Classification: Salary Department: Business Development

**Status: Exempt**

**JOB SUMMARY:** Provides accurate cost estimating data to enable both competitive quoting and accurate cost accounting within the company. Analyzes blueprints, specifications, proposals, and other documentation to prepare material, labor, and sub-contractor estimates for projects.

**ESSENTIAL FUNCTIONS:**

1. Provide estimates to enable the company to quote in a timely and competitive manner.
2. Work efficiently under stringent deadlines.
3. Review project specification data to determine material and labor requirements, and to ensure that all required information for calculated cost is included.
4. Analyze specifications, blueprints, bills of material, or sample layouts, and calculate production costs using material pricing schedules and historical data.
5. Obtain cost data and product information from vendors and subcontractors.
6. Consult with customers, vendors, and other individuals to discuss and formulate estimates and resolve issues.
7. Confer with employees in other departments such as production, engineering, project management and bill of materials for exchange of technical information.
8. Accountable for estimates of predicted material, labor and subcontractor costs.
9. Maintain records of estimates in order to ensure traceability and that they may be readily retrievable.
10. Analyze the performance of all Request for Quote pricing to job cost for any trends that have a negative impact on profitability.
11. Customer and Project negotiations.
12. Work extended hours and weekends as needed to meet project deadlines.

## QUALIFICATIONS:

1. Must have a four (4) year technical or BS degree preferred.
2. Estimating and/or sales experience a plus.
3. Power industry experience a plus.
4. Attention to detail a must.
5. Must be able to read blueprints / drawings.
6. Must be able to read and analyze detailed specifications.
7. General computer skills required. Must be able to use Microsoft Excel.
8. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and volume.
9. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.
11. Strong planning, troubleshooting and problem-solving skills required.
12. Must be organized and possess an ability to handle multiple projects.
13. Ability to prioritize and possess time management skills.
14. Ability to work effectively with other employees, managers, and customers. Excellent interpersonal skills.
15. Must possess a high degree of motivation and self-direction.
16. Ability to operate computers, printers, copiers, fax machines.
17. Must be able to sit or stand for extended periods of time.