

# Sales Engineer



**Department:** Sales & Marketing

**Reports To:** Head of Sales & Marketing

## Job Purpose:

Responsible for identifying, maintaining, and developing opportunities for promotion of MSCM products within the oil and gas industry. Advise Clients and prospective Clients on product placement, provide written quotations and provide ongoing support.

## Main Responsibilities:

**(Overall responsibilities, delegated authorities & accountability)**

### Sales Functions

- Conduct commercial negotiations with new and existing clients.
- Process purchase orders onto MRP system
- Conduct contract reviews.

### Client Interaction

- Participate in client interface meetings to support the sales and project engineering departments.
- Participate in offsite meetings/exhibitions.

### Liaison with:

- Clients and Prospective Clients of MSCM, Managers, Staff and Contractors

### Engineering

- Liaise with Clients on project design.
- Assist the project management team to convert client engineering requirements into detailed defined instructions and designs for the procurement and production departments.
- Provide quotation data in the form of layout drawings.
- Offer technical assistance when necessary.
- Attend internal design reviews.
- Assist in the development of design standards.

### Quality Assurance

- Adhere to Company procedures and British Standards.
- Participation in internal audits if requested.

## Health & Safety Responsibilities:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees & members of the public at risk by what you do or do not do in the course of your work.
- Co-operate with the Company, making sure you get training, and you understand and follow the company's health and safety policies, procedures, and work instructions
- Not to interfere with or misuse anything that has been provided for your health, safety, or welfare
- Report any injuries or illnesses you suffer as a result of doing your job
- Report any incidents, near-misses or safety concerns you see in the workplace

- Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy - they should temporarily move you to another job if they have one for you to do

#### **Environmental Responsibilities:**

- Understand and ensure measures designed to minimise environmental impact as a business is adhered to as per the company Environmental Policy
- Tell your employer if you wish to report an environmental matter concerning the business.

#### **The Person:**

- Excellent communication and people skills
- Good attention to detail
- Efficient, well organised, and able to communicate at all levels - including internal and external stakeholders and very prestigious clients.
- Good writing skills, with the ability to write technical quotes for clients.
- Conversant with AutoCAD and SolidWorks.
- Knowledge of British Standards for Engineering Draughting.
- Have a mechanical aptitude.
- Basic knowledge/principals of hydraulics.
- Experience of pressure retaining components.
- Ability to work unsupervised – self-motivated.
- Fully conversant with Microsoft Office.
- Experience of working in an engineering/manufacturing environment.
- Desire to work as a team with a result driven approach.
- Takes initiative and always act in a professional and ethical manner.
- Aptitude in problem-solving

#### **Qualifications / Experience:**

- Recognised Engineering Qualification
- Business to business sales experience
- Oil and Gas Industry experience
- Educated to A-level standard or above.
- Recognised Engineering Qualification (desirable)
- Higher knowledge of hydraulics
- Experience of pressure retaining components.