

**Selas Fluid Processing Corporation
Job Specification**

Job Title:	After Market Sales Specialist
Reports to	Manager of After Market Sales
Last Updated:	February 2010

Position Summary

- The After Market Sales Specialist solicits customers; travels to customers; prepares and submits spare parts proposals; enters parts orders and places purchase orders to sub-suppliers. Detailed knowledge of Company's products as pertaining to spare part sales, and the ability to understand engineering drawings, as well as knowledge of engineering terminology and practices is required.

Key Areas of Responsibility

- Travels to customers to promote after market sales.
- Develops sales plan for prior and future customers.
- Process inquiries in response to both basic and complex client requests by researching previous jobs and soliciting quotations from vendors
- Create priced lists of recommended spare parts for customers who purchase major equipment or systems
- Ensure shipment of parts to customers as per the stated contractual terms
- Performs other responsibilities associated with this position as may be appropriate

Required Skills

- Able to travel 10% to 20% domestic and global.
- Ability to work well with both customers and suppliers, under tight deadlines
- Proficient computer skills (Microsoft Office Products and Lotus Notes)
- Good communication skills both written and verbal

Education/Experience

- Bachelor Degree (Engineering preferred) or equivalent working experience
- Minimum 3 years of related work experience