

Selas Fluid Processing Corporation

Job Specification

Job Title:	Proposals Manager
Reports to:	Vice President Sales and Marketing
Last Updated:	February 2010

Position Summary

The Proposals Manager manages proposal activities of the organization by performing the following duties.

Key Areas of Responsibility

- Direct and coordinate proposal development to ensure the following:
 - Adherence to customer requirements and specification
 - Proper support of company resources,
 - Compliance to company policies and procedures
 - Adequate review of management
- Assist VP of Sales and Marketing in the management/planning of detailed long and short term business development plans.
- Review project proposals and make pricing recommendations.
- Ensure sold projects allow a clean transfer to project management upon project kick-off, including acknowledgement, signature, and return of the client Purchase Order.
- Administer joint databases and reference lists with other Linde heater companies.
- Direct and administer Manufacturers Representatives.
- Supports or performs process engineering and sales functions for capital equipment when necessary to support team workload.
- Domestic and International travel as required
- Performs other responsibilities associated with this position as may be appropriate

Required Skills

- Strong oral & written communication skills
- Computer skills
- Demonstrated organizational and leadership skills

Education/Experience

- Bachelor's degree in Engineering
- Minimum 5 years sales and/or process engineering experience in related product/service areas of the company
- Domestic & International experience in related markets