

Selas Fluid Processing Corporation

Job Specification

Job Title:	Proposal Manager - Houston
Reports to	Manager Revamp Services
Last Updated:	October 6, 2009

Position Summary

The Proposal Manager provides overall support to the sales effort as the key individual responsible for managing inquiries from reception, scope clarification and strategy development, to proposal completion and submission to client. Focused on Fired Equipment for the refining, chemical and petrochemical industries, services targeted include, but are not limited to: studies, engineering packages, revamps and new units. The Proposal Manager will work closely with the Manager Revamp Services to revisit and update the overall office sales and marketing strategies.

Key Areas of Responsibility

- In or out of the office, be constantly aware of and promote the Company SHEQ policy (Safety, Health, Environment, Quality) as it applies to the position and to others.
- In or out of the office, maintain the highest level of professionalism, adhering to the Linde Code of Ethics.
- Sales: Solicit bid opportunities directly and support opportunities presented through existing clients. Manage the bid strategy and proposal effort both internally and externally, provide competitive analysis, prepare proposal pricing, coordinate and negotiate commercial terms and close the sale.
- Establish and maintain the proposal file, documenting technical and commercial discussions and agreements from inception through award to insure a seamless transition from sales to execution.
- Marketing: Assist in promotional efforts such as internet and print media advertising, trade show and conference participation, brochures, literature and technical papers.
- Quality: Secure the necessary assistance from projects, design and engineering to insure the technical compliance and strategy on a specific proposal is sound, complete and of best value. This also includes coordinating the response to feedback from customers through management and various internal departments such as engineering, product development, purchasing, estimating, technical services and process engineering.
- Project Execution: Proposal Manager to work closely with projects in both the proposal and execution phases to insure optimal strategies are developed and followed through to completion.
- Under the direction of Manager of Revamp Services, performs other responsibilities associated with this position as may be appropriate for the success of the company.

Required Skills
• Strong communication skills both written and verbal
• Ability to travel 30% to 40% of the time
• Good interpersonal skills

Education/Experience
• Bachelor's Degree in Engineering
• 8 years experience in sales and marketing of fired equipment to the refining and chemical and petrochemical industries.