

We are a rapidly expanding Automation & Controls Company. Since our inception over 30 years ago HGS has seen unrivalled growth and has rapidly established a reputation for delivery of specialist solutions to various vertical markets. We need people with ambition and drive that match our own. We are offering unique opportunities to work in a dynamic working environment that may lead to opportunities for career progression and development.

Working closely with the internal Sales Team you will be required to produce high quality proposals to win business. You will be required to work as part of the internal sales team working closely with external sales managers. You must have a very wide ranged engineering background in order to be able to create innovative ways to differentiate ourselves from our competitors during bids. In order to contribute effectively to our business it is also essential that you have a developed understanding of sales strategy, the solutions selling process and how your engineering background can contribute to this. To fulfil the requirements of this role it is also essential for you to possess exceptional communication and presentation skills in order to support the sales team during the sales cycle.

Position

Proposals And Sales Support Engineer

Qualifications

Degree or other related qualifications.

Required Experience

- A broad C&I Engineering background
- You must have experience in dealing with Clients at all levels to ascertain their key critical requirements.
- Experience in producing and managing proposals for multi-disciplined complex turnkey C&I solutions
- Experience in effective time management to meet tight deadlines.
- Experience in dealing with suppliers to design complex Architectures and solutions.
- You must have the ability and experience in identifying key critical issues / buying criteria to provide solutions as part of the proposal.
- Experience in working closely with a sales team, and the knowledge of how to reflect a developed sales strategy in a proposal.
- You must already have good experience in a proposals management role working on your own or part of a team.

Attributes

- Desire to work in a Sales Environment
- Ability to work to deadlines.
- Ability to Manage Time efficiently.
- Exceptional Telephone Manner.
- Capable of working on own initiative.
- Target oriented - understands targets and structured

approach on how to achieve them.

- Ability to think strategically.
- Exceptional communications skills
- Must be a committed and enthusiastic team member taking a pro-active approach to delivering quality tenders within the required time scales.
- Must develop viable technical solutions, actively seeking support when required
- Must take care & attention to produce accurate cost estimates, and present quotations in line with margins agreed by the Sales Director, Proposals Manager or relevant External Sales Manager.

Role

Internal role for :

- Office based support activities and production of cost estimates and quotations.
- Customer liaison and visits to customer premises in support of our external sales force.
- Report to Proposals Manager & Sales Director.
- The Proposals and Sales Support Engineer must also support our External Sales staff by liaising with and visiting customers when appropriate in order to develop and present a first class proposal.
- Overall responsibility for complete development of sales proposals including, solution design, HGS cost estimates and customer documentation for allocated opportunities.
- Develop viable, cost effective technical solutions appropriate to customer requirements.
- Obtain technical assistance when necessary to ensure validity of proposal designs.
- Develop accurate estimates of HGS costs for allocated opportunities.
- Develop clearly specified sub-contract enquiries and obtain sub-contract costs when appropriate.
- Ensure proposals are developed as efficiently as possible.
- Tailor effort & bid content in accordance with specific priorities when identified.
- Liaise with customers and visit customer premises when beneficial for discussion and clarification of sales proposals.
- Assist in development of bid presentations and participate in customer meetings & presentations when required.
- Maintain relationships with clients and undertake account management activities when requested by the Sales Director.
- Ensure adherence to QA procedures.
- Maintain technical knowledge of products to ensure we offer innovative leading edge solutions.
- Work closely with suppliers when required.

Directly Reporting to:

Proposals Manager

Websites

www.hgsystems.co.uk

Email CV with Covering Email to: bgriffiths@hgsystems.co.uk

