



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** PROPOSAL ENGINEER  
**REPORTING TO:** ENGINEERING MANAGER  
**RESPONSIBLE FOR:** N/A

### **JOB SUMMARY:**

The Proposal Engineer deals with technical and commercial queries whilst providing high-quality customer service.

### **MAIN DUTIES OF JOB:**

- Responsibility for the conversion of initial customer enquiries to accurate priced quotations detailing equipment specification.
- Reviewing, analysing, and interpreting customer specifications including construction drawings, bills of quantities and project scopes.
- Compiling project cost estimates.
- Dealing with clients and new prospects from a wide range of backgrounds, from multi-national companies to local engineers, OEMs to end-users.
- Liaising with other colleagues both internally at our headquarters and globally through our regional offices to provide timely and accurate quotations.
- Dealing with technical and financial queries from clients and colleagues.
- Ensuring equipment is manufactured and supplied in accordance with industry regulations and project specifications
- Engaging in communications with customers prior to and after order placement.
- Growing sales through dealings with new prospects and by up-selling and cross-selling other Group company products where appropriate.

### **OTHER DUTIES:**

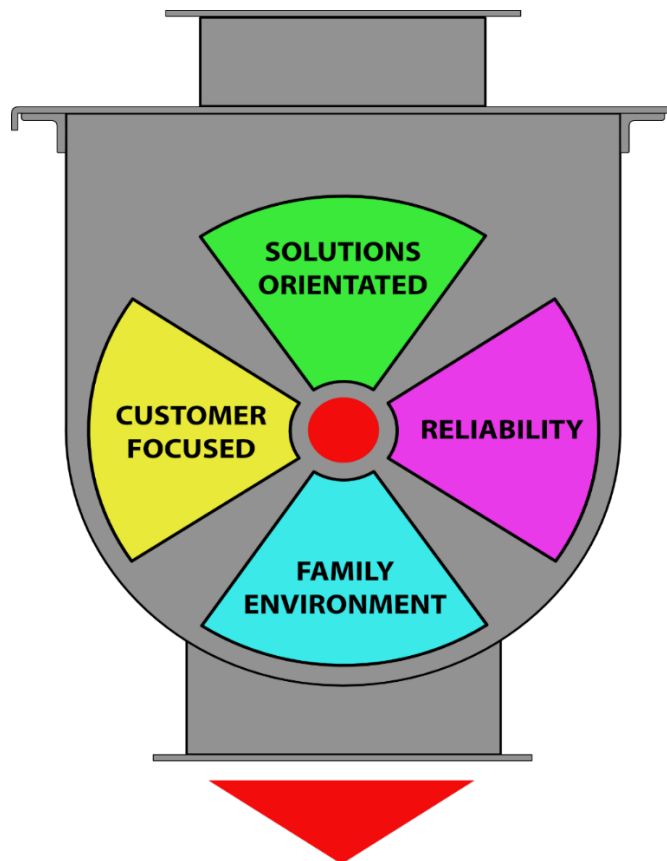
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

### **HEALTH AND SAFETY:**

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.



## COMPANY VALUES



### **FAMILY ENVIRONMENT**

We demonstrate commitment and passion in everything we do. Proud to be a family business we want all of our people to feel a sense of inclusion, support and belonging.

### **RELIABILITY**

We manufacture high quality, durable, reliable products which continue to deliver value for our customers over its lifetime.

### **CUSTOMER FOCUSED**

We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact throughout the product lifespan.

### **SOLUTIONS ORIENTATED**

We are bulk material handling specialists and work with our customers to deliver the best solutions. Chances are we have already come across your problem and solved it.



## PERSON SPECIFICATION

	Essential or desirable
<p><b>Education</b></p> <p>A degree in Mechanical Engineering or demonstrable experience of working in a similar role</p>	E
<p><b>Knowledge and Experience</b></p> <p>Demonstrable experience of working in an engineering industry</p> <p>Possess a good understanding of materials handling equipment, from both technical and manufacturing aspects (screw conveyors, mixers, belt conveying, metering feeders, discharging aids).</p> <p>Knowledge and broad understanding of electrical engineering and control engineering</p> <p>Ability to interpret contract documentation both commercially and technically.</p> <p>Experience and knowledge of working with different materials of construction (mild/carbon/stainless/aluminium/nonferrous)</p> <p>Knowledge and experience of supplying equipment and solutions to the food, aggregates sectors etc,</p> <p>Competent in the use of Microsoft Office</p> <p>Ability to read and understand 2D and 3D CAD drawings</p> <p>Able to produce well laid out, accurate and detailed quotations and reports</p> <p>Knowledge of sales and marketing techniques</p> <p>Experience of developing business and hitting targets</p> <p>Experience of working in a fast-paced environment</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Skills and personal attributes</b></p> <p>Excellent communication skills</p>	E



Ability to convey sales and design concepts/information to clients through a range of platforms	E
Ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders	E
Possess a high level of attention to detail	E
Ability to find solutions to problems in an efficient and effective manner	E
Deliver with the highest integrity the best service to all our customers	E
Be resilient and positively adapt to change	E
Excellent organisational skills with the ability to manage workload with competing priorities and frequent interruptions	E
Self-motivated with a positive can-do attitude	E