

## Internal Technical Sales Support Engineer (Pre-Sales) JOB SPECIFICATION

<b>Position:</b>	Internal Technical Sales Support Engineer (Pre-Sales)
<b>Reporting to:</b>	Operations Manager
<b>Purpose:</b>	To support the Sales Team through successful preparation of system designs

### Roles & Responsibilities

- Preparation of system design for all product sectors – Air Conditioning/ Heating/ Chiller
- Preparation of quotations and technical submittals for Air Conditioning / Chiller projects
- Support the External Sales Team
- Process and check customer orders (back-up to Internal Sales Team)
- Contribute to organisational learning through sharing information and experience with colleagues

### Person Specification

- Third Level Degree and/or extensive HVAC industry experience
- IT Literate and competent user of Microsoft packages (Outlook, Excel, Word, PowerPoint)
- Excellent communication skills (verbal & written)
- Strong organisational skills
- Excellent time management and multi-tasking skills
- Ability to work effectively as an individual and as part of a team
- Personal attributes: self-motivated, driven, methodical, personable, optimistic, resourceful
- Customer service experience
- Willingness to learn about product sectors – Air Conditioning/ Heating/ Chiller

### Key Competencies Required

- Organisation
- Communication
- Personal Effectiveness
- Collaboration
- Time Management
- Customer Focus

<b>Closing Date for Applications:</b>	Friday 9 <sup>th</sup> February 2018
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<b>Contact:</b>	hr@meir.mee.com
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