

	<b>JOB DESCRIPTION INSIDE SALES MANAGER</b>	Version	1.0.0
		Effective Date	January 2008

<b>Designation</b>	<ul style="list-style-type: none"> <li>▪ <b>INSIDE SALES MANAGER</b></li> </ul>
<b>Qualification &amp; Years of Experiences</b>	<ul style="list-style-type: none"> <li>▪ Preferably with Degree or Professional qualification in Engineering or related fields.</li> <li>▪ At least 5 years working experience in managing the technical or product sales team and sales functions</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>▪ Senior Sales Manager</li> </ul>
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Your product knowledge must be of a very high standard covering technical product features &amp; applications, specifications, codes &amp; standards and sizing/costing/selection of valves, actuators &amp; control systems.</li> <li>▪ You will be required to use auto-cad to produce drawings for schematic diagrams showing the valves, actuators &amp; control systems for all quotations.</li> <li>▪ You will be required to attend to all technical clarification meetings specific to a quotation/tender or a contract review meeting with our customers.</li> <li>▪ Processing and preparation of all valves, actuator &amp; control system inquiries and quotations.</li> <li>▪ You will be a certified in-house trainer to all our employees and when required carry out similar training activities for our customers.</li> <li>▪ Excellent rapport and relationship with all our customers based on competency, leadership, service integrity, ensuring they are attended to in a responsive and timely manner.</li> <li>▪ Ensure that our valves and actuator products are pre-qualified and approved for all our customers' projects.</li> <li>▪ Your team shall prepare and submit all pre-qualification documentation required by our customers.</li> <li>▪ You will be required to prepare weekly and monthly reports, submitted on-time and accurately.</li> <li>▪ Process incoming inquiries accurately and on a timely basis into our ERP System and become very familiar with our ERP system and work through the system at all times.</li> <li>▪ Responsible to provide a high level of customer service to customers of the Company, especially on product technical matters.</li> </ul>



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- On the Technical content of an enquiry you will work closely with the Technical-Costing & Engineering Department's for a thorough Spec. review/ comments and costing for the items to be quoted.
- On the Commercial content of an inquiry you will need to have Technical and Costing reviews for approval and Sales pricing prepared from the costing date provided. Where required all tenders to be prepared in the format of the customer or of our company
- Responsible to motivate, lead and monitor team performance.
- Compliance with OS&H legislation, responsibilities and procedures developed by the Company.

**Key Selection Criteria –  
Person Specification**

- Self-driven and result-orientated with a drive towards meeting budgets/bookings and developing new customers and new markets.
- Credibility in the Malaysian market, knowledge of all major projects and a strong network in the Oil & Gas industry that can leverage on to bring in the business
- Excellent interpersonal and communication skills, and able to interact with people at all levels.
- Possess impeccable leadership qualities, and is analytical, systematic and process driven.
- Proven skills in creating sales materials, technical data suited for the customer.
- Customer oriented and in possession of good communication and presentation skills.
- Ability to work under pressure, focused and disciplined to meet schedules.