



750 Mitchell Road  
Newbury Park, CA 91320 USA  
T 805.499.0114  
F 805.499.6585  
[www.micronor.com](http://www.micronor.com)

## JOB DESCRIPTION

### Junior Sales Engineer

Employee:  
Document Date: September 3, 2015  
Title: Technical Sales  
Date of Hire: Immediate  
Hours: Full Time  
Compensation: \$50K-\$59K  
Report to: Sales Manager

---

#### Company

Micronor Inc. is a growing, innovative manufacturer of fiber optic kinetic sensors and electromechanical sensors and controls. The company is in the process of moving to a new location, expanding its operations, its sales reach and sales coverage.

#### Your Profile

- You have just earned a Bachelors degree in Engineering, electronics, mechanical or automation/robotics and want to immerse yourself into technology with a wide field of applications
- You are intrigued by the application of technology
- You like to see and experience technology implementations rather than invent them from scratch
- You like to be the bridge between the engineering team and the application
- You like to work with people in an open communicative style
- You like to write and document your ideas and experiences (customer proposals)
- You understand the modern communications media, internet, portable devices, chat boards, etc.
- You would enjoy "engineering" a sale

#### Objective

The objective is to help the Micronor sales effort. Support customer with routine sales inquiries. Write sales quotations. Coordinate sales orders. Help develop sales collaterals, instruction manuals, application articles and update the website.

An engineering background is required to understand the technical and application aspects of the products and good writing skills for purposes of customer correspondence, generating proposals as well as development/editing of sales & marketing collaterals.

The ideal candidate should be a "people" person who would enjoy the sales environment, the challenges and regular contact with customers.

## **Duties**

The position of Technical Sales at MICRONOR includes but is not limited to the tasks and duties as described herein:

The technical sales person will answer phone, fax and email inquiries. Answer customer questions and write sales quotations and take purchase orders. The sales person will also assist in fulfilling customer purchase orders. Approx. 80% of the work is done by e-mail while the rest is done by phone.

Once familiar with the Micronor Product Line, the sales person shall have enough technical insight and intuition to be able to propose the appropriate Micronor product that fits the customer's application. The sales person shall work out the details of the sales proposal, submit it to the customer, follow-up, and obtain the sale of the product or contract.

Sales travel will be necessary after products and sales proficiency has been demonstrated

## **Specific Responsibilities**

- Answer customer inquiries phone or e-mail
- Writing quotations and proposals with support from Engineering as required
- Taking Sales orders
- Fulfilling Sales Orders
- Initiate calls to customers.
- Keep an up-to-date knowledge of the MICRONOR product line
- Suggest new features or products based on customer input or insight
- Maintain the customer database (ACT)
- Create, edit and update Sales and Marketing collaterals as required

## **Authority**

The Sales Engineer prioritizes the workload and plans the daily routine as directed by the supervisor.

## **Special Knowledge Education Ability Skills**

- Technical aptitude as expected from an electronics or mechanical engineer
- Must be very proficient in the use of computer tools.
  - MS Word (word processor)
  - MS Excel (spreadsheet)
  - MS PowerPoint
  - MS Outlook
- Knowledge of WordPress, HTML, PHP and MySQL is desirable but not necessary
- Knowledge of SolidWorks, Adobe Indesign and Adobe Photoshop is desirable but not necessary

- Must be well organized
- Must have excellent communication skills
- Must have a people-oriented personality and good etiquette
- Hands-on work style
- Must be a self-starter
- Must be volunteering and helpful
- Basic knowledge of motors, drives, automation and robotics is desirable but not necessary. Hands-on experience is a plus.

### **Contacts**

The Technical Sales Engineer has extensive contact with customers, manufacturers' representatives and distributors. Excellent communication skills, manners and etiquette are essential. Contact with internal personnel of all ranks i.e. engineers, technicians, supervisors and clerical.

### **Effect on Operation**

This person has close contact with the customer and he/she projects the image of MICRONOR. The Technical Sales Person directly affects the sales revenues of the company.

After initial introduction, the Technical Sales person receives few detailed instructions and is expected to implement an efficient sales system for Micronor. The individual must be highly self-motivated and self-driven and bring his/her own ideas.

### **Supervision**

None at this time.

### **Career Growth**

Depending on the person's interest and ability the position may lead to Sales Engineer, Sales Manager or possibly Marketing Communications.

### **Confidential Information**

This position has access to proprietary business and sales contact information. The customer database is one of the most valuable assets of MICRONOR. The Employee must take all reasonable measures to protect and maintain this confidential information. Utmost company loyalty is expected.

### **How To Apply**

Candidate shall email resume and cover letter to [dennis@micronor.com](mailto:dennis@micronor.com) The cover letter shall also serve as a writing sample. Tell me about yourself, why you would be interested in being a technical sales engineer and describe special skills you have that would make you the ideal candidate.