

## Job Description

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### ■ **Job/ Position details**

1. **Job Identification Number (JID): SIs-1405**
2. **Job Grade (JG): (TBA)**
3. **Job Level (JL): (TBA)**
4. **Job Title (JT): Sales Engineer, UPSs/Power/Solar**
5. **Reports to: Sales Manager**
6. **Company (Group Business Unit): MEET**
7. **Location and/or Site: MEET Group**
8. **Division/Directorate: Sales & Marketing**
9. **Department: Sales**
10. **Section: UPS/Power/Solar Sales**

### **I/1- Summary:**

- Achieves and exceed the established sales targets and objectives according to the approved business plans based on agreed upon both volume and mix.
- Proactively supports business development activities focusing on growth in the market share, and exploitation of future opportunities.

### **I/2-Principle Accountabilities:**

1. Exerts every effort to builds strong positive constructive relationships with MEET customers and service providers.
2. Implements following the management approval, sales procedures which should secure the short and long term growth objectives of the business as expressed in MEET strategic business plans.
3. Participates in the identification and development of new business opportunities that support the on-going viability of the MEET as a leading Group throughout the market.
4. Maintain an effective sales information data base through which to develop and initiate plans to promote MEET Sales programs, activities and approaches.
5. Contribute to the on-going direction of the business development activities as a member of the sales team.
6. Adopts effective and professional sales methodologies and approaches to reflect customer needs and satisfaction.
7. Maintains up-to-date customer and competitor data base, which provides essential reference material to the Sales Team and appropriate direction of the business.
8. Participates actively in the tendering activities carried-out by MEET Sales Department.
9. Adhere and commit himself and colleagues to environment, safety policy, procedures and TQM Systems and Guidelines.
10. Adhere and commit himself to the established MEET policies and procedures.
11. Report to management promptly on all matters, barriers and problems that might have unpleasant affect on sales trends, promotion, competition, and other specific matters which may affect the interests of the Company.
12. Performs other tasks/duties as might be assigned to him by his superiors.

### **1. Knowledge:**

1. B.Sc. Engineering (Electrical/Power) or equivalent.
2. Specialized Academic Certificate is an asset.
3. Additional Professional Certification and Accreditations are essential.
4. Demonstrates good Microsoft Office skills and talents.
5. Displays team spirit skills.

## Job Description

6. Displays very good analytical skills.
7. Displays effective verbal, presentation and communications skills.
8. Retains a minimum of **THREE** years of previous Sales experience.

### 2. Complexity and Judgment

- a. The position requires retaining a competing professional knowledge in the profession; gained through continual practices and field experience.
- b. Works effectively under stressful conditions.
- c. Works extended hours to meet work deadline requirements.
- d. Ability and willingness to work cooperatively in a team environment with others internally and externally in the course of daily activities.

### 3. Responsibility

#### A. Freedom to Act

1. The incumbent is required to act promptly to achieve assigned Sales targets according to the established Department Sales plans.
2. Works under the guidance and overall direction of the Sales Manager.

#### 3/A- Laws, policies and procedures governing the job boundaries.

1. Technical and professional specialized sales techniques and methodologies.
2. MEET established policies and procedures.
3. Very good knowledge of tendering processes, laws and legislations.

3/A/2/1	Conducts job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes
3/A/2/2	Analysis and evaluates job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes

#### B. Scope/Span

- Scope of work includes sales activities of UPS/Solar/Power Systems throughout the Country.
- Participation in the tendering activities launched by MEET.

### 4. Supervision Exercised

#### 4/2- Supervision Exercised OVER the “Job Holder”

- 4/2/1 Immediate supervisor **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job incumbent.

#### 4/3- Jobs directly reporting to the “Job Holder”

Sr. No.	Job Title	Number of Job Holders
4/3/1	None	<b>None</b>

#### 4/4- Supervision Exercised BY the “Job Holder”

- 4/4/1 Only **FUNCTIONALLY** oversees his own job.

### 5. Interpersonal and Communication Skills

- 1) Frequent time spent working with the Sales Manager, and colleagues in the day-to-day management of the business.
- 2) Local business relationships and links are maintained on a mutual business basis.
- 3) Outside the Company, the incumbent maintains contact with the Private, Public Sector and Government Officials and Committees; leaders, consultants, professionals and agencies as might be guided by his superiors.

## Job Description

### 5/1- Job holder's External Communications-e.g.:-

5/1/1 Private, Public Sector and Government Officials and Committees; leaders, consultants, professionals and agencies as might be guided by his superiors. YES

### 5/2- Job holder's Internal/External Communications objectives e.g.:-

- |       |   |     |
|-------|---|-----|
| 5/2/1 | Secure approval                                     | YES |
| 5/2/2 | Obtain information                                  | YES |
| 5/2/3 | Explain to maintain cooperation and support         | YES |
| 5/2/4 | Presentations and Demonstrations                    | YES |
| 5/2/5 | Represent Company/Department                        | YES |
| 5/2/6 | Others: As may be assigned to him by his superiors. |     |

## 6. Manual / Motor Skills

6/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP Systems
3. Mobile Phone

6/2- Hazardous that represents a threat to the job holder while getting the job done.

- Nil

## 7. Visual Concentration

- The job requires might require seldom visual concentration that while using Computers and ERP Systems.

7/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP Systems
3. Mobile Phone

7/2- Hazardous that represents a threat to the job holder while getting the job done.

- None

## 8. Physical Effort

- Moderate physical effort required.

## 9. Work Environment

### A. Working Conditions

- Normal air conditioned fully equipped office.
- Might be exposed to unpleasant weather while paying field visits, meetings and preparing for presentations.

### B. Overnight Travel

- The job might require some travelling within and/or outside country boundaries.