



## **JOB DESCRIPTION**

<b>POSITION TITLE</b>	SALES ENGINEER	<b>REPORTS TO</b>	<b>SALES MANAGER</b>
<b>FUNCTION</b>	CONTRACT MANUFACTURING SALES	<b>COMPANY</b>	FUTABA CORPORATION OF AMERICA
<b>FLSA STATUS</b>	EXEMPT	<b>JOB CODE</b>	TBD
<b>SALARY GRADE</b>	TBD	<b>LOCATION</b>	HUNTSVILLE, ALABAMA
<b># OF OPEN ROLES:</b>	1	<b>POSITION ID #</b>	TBD

### **POSITION SUMMARY:**

The Sales Engineer is a key team member in the sales organization, specifically specializing in contract manufacturing sales. Primarily, this position plans and coordinates the marketing and sales of Contract Manufacturing Services for industrial and commercial markets. Additionally, will plan and coordinate the marketing and sales of Vacuum Florescent Displays (VFD's), Organic Light-Emitting Diodes (OLED's), Touch Interface products, and Industrial Radio Control.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Coordinate with external sales force to identify, develop and grow new and existing customers for the Futaba group.
2. Customer Communication: Provide customer follow-up on sales and technical questions; provide samples and technical documentation as requested. Ascertains customers' potential interest and guides them in direction to best suit FCA capabilities.
3. Marketing: Develop and execute marketing plans and programs, both short and long range, to ensure profit growth and expansion of company products and/or services. Participate in the planning and execution of advertising and promotion activities including print, electronic and direct mail outlets; conduct marketing surveys on current and new product concepts.
4. Sales: Prepare quotations for both standard and custom products; make sales and marketing calls on key customers to acquire and maintain business. Develop and recommend pricing strategy which will result in the greatest share of the market.
5. Budgeting: Compile and prepare data for short and long range forecasts for the semi-annual budgets. Ensure effective control of marketing results and establish corrective action to be certain that the achievement of marketing objectives are within designated budgets.
6. Perform market research, analysis and monitoring of financial, technological, and demographic factors to capitalize on market opportunities and to minimize competitive activity.
7. Evaluate market reactions to advertising programs to ensure the timely adjustments of the marketing strategy and plans to meet changing market and competitive conditions.
8. Provides forecast data on a weekly and/or monthly basis and budget data on a quarterly or as needed basis.
9. Participate in tradeshows to promote Futaba products and services and network for new leads and customers.
10. Perform all other duties as assigned by management to ensure the success of Futaba.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

1. Bachelor's Degree in Business Administration, Electrical Engineering, or relevant field.

2. 3-5 years' experience of contract manufacturing sales.
3. 5-7 years' experience in the contract manufacturing environment.
4. Advanced MS Office skills, specifically Excel, Word and Outlook are required.

**MINIMUM SKILLS, KNOWLEDGE & ABILITY REQUIREMENTS:**

1. Excellent verbal communication skills: Ability to effectively communicate information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to effectively present information and respond to questions from groups of managers and customers.
2. Strong written communication skills: Ability to write reports, business correspondence, and procedure manuals.
3. Strong language skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
4. Reasoning ability: Define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
5. Strong organizational skills and detail oriented.
6. Intermediate math skills with ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
7. Ability to work well in a team environment.
8. Ability to travel up to 25% is required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

The noise level in the work environment is generally quiet.

**PHYSICAL & MENTAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Sedentary physical activity requiring: walking, reaching, lifting, finger dexterity, grasping, feeling, repetitive motions, talking and hearing.
2. Visual requirement is for close vision, distance vision, peripheral vision and ability to adjust focus.
3. 80% or more time is spent looking directly at a computer.
4. Associate is occasionally required to stand, walk (or otherwise be mobile).
5. Ability to deal with stressful situations as they arise.

**ACKNOWLEDGEMENT:**

I have read, fully understand and agree to the responsibilities and requirements outlined in this job description. Futaba Group reserves the right to change and/or modify the duties and essential functions of this position at any time.