

CAREER OPPORTUNITY

Position: Proposal Manager
Location: Paola, Kansas
Classification: Full-Time, Exempt

Job Summary:

Under the general direction of the V.P. of Business Development, the Project Manager is responsible for estimating, sales and contract administration of orders received. Directly responsible for all client communications, technical and commercial proposals, working with outside sales representatives (as required) to follow and close orders. Review purchase orders, correct outstanding issues, include exceptions and clarifications, and follow through and acknowledge changes with customer through timely communication. Travel is expected and encouraged. Work well within a team atmosphere and contribute accordingly. Work in a respectful and professional manner with fellow employees, management and clients.

Main Duties/Responsibilities:

- Responsible for all client communication, both technical and commercial.
- Receive inquiries and review with Engineering for design approach.
- Submit to scheduling, review schedule to include delivery timeline with proposal.
- Prepare estimate for labor and material, developing and utilizing worldwide material sourcing.
- Prepare quotation and ensure its accuracy for all technical and commercial items.
- Coordinate Management review of Estimate and Proposal (when applicable – firm bid or buy).
- Clarify quotation items and answer all client questions.
- Travel as required to sell projects and to develop and maintain client relationships.
- Negotiate with the client and work with outside sales representatives to close the order.
- Review Purchase Order is accurate for both Commercial and Technical terms.
- Complete Commission Notices (when applicable – for Sales reps).
- Enter orders, chair project Kick-Off meetings.
- Attend weekly meetings and provide status of open inquiries, open quotations and assigned future projects.
- Work as necessary to complete quotations on time and meet project deadlines.
- Make technical sales presentations to clients to develop opportunities.

Qualifications:

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

Education/Experience

- Bachelor's degree in Engineering, Engineering Management, a related field or equivalent experience is required
- Five years technical sales experience preferred
- Prior estimating experience preferred
- Prior project management experience is beneficial

Skills

- Excellent organizational skills
- Excellent oral and written communication skills
- Strong interpersonal communication skills
- Superior time management skills
- Excellent judgment and decision-making abilities
- Ability to work independently with little direct supervision
- Effective troubleshooting and problem solving skills
- Ability to negotiate
- Prioritizing and handling multiple tasks
- Ability to grasp mechanical and some chemical technologies related to specialty products
- Strong knowledge of Microsoft Office software
- Valid driver's license and proof of insurability

Compensation:

The successful candidate will receive a competitive salary and an attractive benefits package which may include, but is not limited to: medical, dental, life insurance and flexible spending account.

Screening:

All candidates will be subject to drug and alcohol screening and a background check prior to employment.

SUBMISSION

Submit your resume with the [applicant data sheet](#) or submit a completed [employment application form](#) to:

Postal Mail:

208 N. Iron St.
Paola, KS 66071
Attn: Human Resources

Email:

hr@tfes.com

EOE/Veterans/Disabled

OBSERVE ALL SAFETY PRACTICES

The above statements are intended to describe the general nature and level of the work being performed by the people holding this position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Incumbents will follow any instructions, and perform any other related duties, as may be required.