

Job Opportunity - Sales Contracts Engineer

Purpose of job

We are looking for an experienced Contract Engineer who will work within our customer contracts team and deal with incoming enquiries. The purpose of the role is to develop new customers and build a portfolio of repeat order business. Ensuring quotations and orders are allocated/ processed efficiently and professionally to achieve continued customer satisfaction.

Scope

This role is suited to a Contracts Engineer who has experience building quotations in the sheet metal fabrication industry and has ambition to develop their career.

Key Responsibilities

- Supporting the contracts team, dealing with incoming enquiries, providing accurate quotations.
- To obtain a correct understanding of customer requirements.
- To prepare quotation responses in accordance with the established procedures for investigation, design, costing and presentation.
- To ensure that documentation received for orders/enquiries is sufficiently Informative and detailed to allow efficient processing.
- Providing technical and commercial support to customers.
- Building and maintaining strong relationships, demonstrating continuous commitment to customers focus.
- Communicating internally with purchasing, quality and production departments.

Knowledge, skills and personal qualities required

Essential

- Excellent communication skills, ability to communicate clearly at all levels
- Computer literate
- Positive, motivated, can-do attitude
- Energy to increase the capability to deliver and improve business results
- Experience working in a sheet metal manufacturing environment

Desirable

- Driving Licence, to be able to visit customers in the future
- Formal engineering qualifications
- Contract engineering experience

Reports to

Contracts Engineer Manager

Location

Gore Cross Business Park, Bridport, Dorset

Employment status

Permanent, full time

Monday – Thursday 08:00 – 17:00, Friday 08:00 – 13:00