



1617 317th Ave.
P.O. Box 345
Vermillion, SD 57069

Reviewed 5/10/2017; Revised 5/28/2019
--

Department	Sales
Job Title	Inside Sales/Estimator
Position Reports to:	Inside Sales Manager

<u>Level/Grade</u>	<u>Wage Range</u>	<u>Type of position:</u>	Hours: 40 - 45 hrs / week
N/A		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

GENERAL JOB DESCRIPTION

Responsible to support outside sales, dealers, rep. firms and OEM's.

JOB DUTIES

- Responsible to support outside sales, dealers, rep. firms and OEM's
- Estimate equipment costs and assist in establishing pricing on Masaba full product line and for turnkey plants.
- Provide support (estimating, pricing, marketing etc.) to outside sales personnel, dealers, rep firms and OEM's
- Build and maintain relationships with key accounts/dealers.
- Work with the Sales Team to improve internal processes.
- Project Manager for key projects sold working across company functional lines.
- Travel as needed to trade shows and with outside sales to key accounts.
- Other duties as assigned.

WORK EXPERIENCE REQUIREMENTS

- Excellent interpersonal and analytical skills.
- Minimum of 3-5 years estimating or equivalent work experience.
- Prior experience in inside sales and estimating
- Experience in aggregate or mining equipment.
- Excellent communication, organizational, and presentation skills
- Superior negotiation and influencing skills
- Detail oriented with excellent organizational skills
- Proficiency in Microsoft Office, Word, Excel and Outlook
- Willingness to travel to trade shows, key accounts etc. as needed
- Demonstrate project management skills
- Willing to learn PT Wizard
- Willing to learn Aggflow and/or Autocad as needed

EDUCATION REQUIREMENTS

- Bachelor's degree preferred and/or 3-5 years equivalent work experience

PRE-EMPLOYMENT REQUIREMENTS

- Pre-Employment Drug Screen
- Health Assessment Questionnaire or medical examination