

	Position Title:	Applications Engineer	No.	1000.2
	Department:	Sales	Rev:	2
	Report To:	VP Sales	Date:	November 5, 2015

MAJOR DUTIES:

Prepare and write innovative detailed proposals of custom machinery and automation for existing and prospective customers, working from general automation ideas and concepts. Analyze customer blueprints, specifications, proposals, and other documentation to prepare labour and material estimates as part of the quoting process. Sell and market CMP through automation and bender machinery and Standard Products to existing and prospective customers.

SPECIFIC RESPONSIBILITIES:

- Travel to the customer's site to determine initial concepts and feasibility of potential automation of their manufacturing process and facilities.
- Travel to the customer's site to assist in project or product development, working with engineering design specifications, objectives and standards.
- Work with in-house staff to prepare proposals, estimates, and operational specifications for prospective customer's requirements.
- Responsible for conceptual development, pricing and writing detailed technical proposals for all types of special-purpose machinery and automation projects.
- In projects where technical complexity is large, involve key members of management, Engineering and/or Toolroom personnel in pricing and conceptual layout.
- Involve third party vendors and suppliers in the quoting process, where necessary.
- Provide sales presentations to customer personnel, when required.
- Obtain and prepare detailed estimates of time, quantities, labour and material costs required for work areas such as; design, machine building, testing, equipment installations and manufacturing processes.
- Assemble and collect all necessary technical information and customer specifications from engineering and sales & marketing, in order to prepare detailed proposals.
- Define scope of work adequately enough in proposal to allow Project Manager and project team to begin work on the project once awarded.
- Analyze material and write in clear, concise language for initial draft of quotation and final review with management; editing the proposal as required.
- Ensure proposal is sent to customer by most efficient route to ensure it arrives on or before deadline date.
- Cooperate where required as assigned to special projects in support of engineering and sales.
- Utilize AutoCad or SolidWorks software in the preparation of concept layouts.
- Utilize MS Excel in the preparation of cost estimates.
- Utilize MS Word in the preparation of written proposals.
- Travel to customer locations in Canada and the USA as required.
- Assist in the organization, preparation and execution of industry trade shows.
- Assist the Sales Manager in the preparation and maintenance of sales, marketing and quoting forecasts to assist company management in business planning.
- Be presentable in a professional manner to project a positive image of the company.
- Adhere to all CMP Health and Safety rules and procedures.