

	TECHNICAL SALES ENGINEER	Ref: HR-F-21
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Job Title:	Technical Sales Engineer (Fabrication/Machining)
Department:	Operations
Period of Employment:	Permanent

MAIN PURPOSE OF ROLE

- You will play an integral role in the company's continued growth through identifying and developing sales opportunities. Be responsible for proactively generating and securing new contracts and managing existing customer contracts. To comply with all Company policies and procedures, for example, delegation of authority, health and safety policy, etc.

Key Responsibilities & Accountabilities

- Manage end-to-end quotation process, ensuring timely and transparent communication throughout the project cycle
- Provide technical information to assist in creating cost estimates and quotes aligned with customer requirements
- Read technical drawings to be able to aid with manufacturing and quotes
- Be responsible for all planning aspects of the sales process including contract negotiation, account opening, terms & payment, spares/parts, program duration.
- Act as primary sales contact for new and existing Manufacturing customers daily
- Communicate and coordinate with all departments to ensure good communication throughout projects and processes.
- Liaise with the Engineering department to establish correct technical specifications or to instigate engineering work to fulfil customer requirements.
- Field customer specific telephone enquiries and provide advice to customers on items such as product/technical issues for potential new customers.
- Travel to customer sites.
- Build and maintain strong client relationships through regular engagement and solution-led selling
- Development of network of relationships with all decision influencers within the target prospect.
- Continue scoping work in JRMAE's existing Advanced Engineering sectors and promote more preferred supplier status and Tier 1 development, including maintaining relationships with existing clients to continue annual contracts and business.
- Monitor market trends and competitor activity for strategy and maintain the businesses competitiveness
- Represent the Company at client meetings and industry events
- To play an active role in achieving departmental objectives such as sales targets month on month.
- Any other reasonable duties which may be required by management from time to time
- Compliance with all departmental H&S requirements
- Compliance, where appropriate with management, & environmental, systems, for example ISO 9001 & ISO 14001

PERSONNEL SPECIFICATION

Qualifications and Experience

- Proven experience in manufacturing/machining sales or similar
- Be able to read technical drawings
- Experience in technical sales
- Strong understanding of fabrication & machining
- Full clean UK Driving License

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- Degree or equivalent in engineering or similar – desirable
- Ability to negotiate and effectively close deals
- C/4 or above, or equivalent, in English and Maths

Special aptitudes

- Confidential in all matters
- Professional approach, coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to make sound business judgements on the spot
- Awareness of small business needs
- Ability to work on own initiative
- Ability to work in, and adapt to a rapidly changing environment
- Ability to work co-operatively with others to complete tasks and implement process improvements
- Determination to improve, grow and contribute to the department's success
- A creative thinker not afraid to suggest new ways of doing things
- Knowledge of Microsoft packages

Disposition

- A can-do attitude
- Flexible and cooperative attitude
- An assertive but calm demeanour
- Self-motivated
- Ability to listen to customer needs and respond accordingly

Requirements

- Good timekeeping and attendance record
- Willing to be flexible with hours to ensure tasks are completed on time
- Neat and tidy appearance
- Completer/Finisher

Any JRMAE employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

Summary Terms & Conditions

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after three months.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial six-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** - 08:30 – 17:00, Monday to Friday.

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This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.