



Job Description & Functional Responsibility

Job Title	Sales Application Engineer
Department	Sales
Reporting Manager	General Sales Manager
Company	Dunham-Bush USA LLC
Location	Homestead, FL
Date Updated	January 17 th , 2022

General Summary:

Under direct supervision of the sales manager, primarily responsible for handling inside sales activities such as, support sales engineer, gather information, field calls, and cooperating with sales engineers with all sales related tasks.

Principal Responsibilities:

- Become proficient with product offerings and selection software.
- Make selections from specifications and schedules provided by sales distribution network.
- Prepare quotations to send to the sales reps to include the selections, catalogs, and all relevant information.
- Prepare submittal documents
- Work in conjunction with sales engineer to assist in any sales related undertakings
- Field calls and emails relating to inquiries involving equipment and technical matters

Knowledge, Skill and Ability Requirements:

- Competent knowledge of HVAC
- Mechanical and engineering familiarity
- Good written and verbal English communication skills
- Proactive, innovative, team-player, analytical-minded
- Computer skills, including MS Office, PowerPoint etc.
- Patient and detail oriented

Education Requirements:

- College graduate or Bachelor's Degree in Engineering
- 3 to 5 years relevant working experiences will be added advantage