



SALES PROJECT MANAGER JOB DESCRIPTION

Status: Full-Time Position
Schedule: Business hours are 8:00 am to 5:00pm, typical work week 45-50 and seasonally can be up to 60.
Supervisor: Lead Sales Project Manager

Summary

We are a company that and sells and designs custom-engineered equipment, primarily for wastewater treatment plants, open channel, and industrial applications. Our market encompasses seven different industries in the United States and internationally.

The Sales Project Manager's (SPM), primary responsibility will be the coordination and development of projects through all stages of design. Working with our Manufacture's Sales Reps and Regional Sales Manager you develop the sales strategy, while working with our customers to provide a solution for them. The Sales Project Manager will work closely with our internal sales and engineering teams, as well as our external manufacturer's representatives and/or customers to collect the necessary information for the project plan which would include accurate pricing, correct equipment, and as well as project deliverables for each project, application, and site specifications. The Sales Project Manager will be cross trained in all facets of production, products, and service to fully understand what is needed to execute on a project. This position is accountable to coordinate all necessary resources to assist in the design of projects that feed the requirements for the execution of that project through the rest of the company, resulting in total customer satisfaction and profit for the company. The Sales Project Manager will bring forth-continuous improvement ideas and solutions for the internal sales platform and alignment with ISO standards.

We look for those whose values are aligned with those of our company as we are all expected to generate the culture of our company from our seat. The successful candidate for this position is aligned with our company values, loves a challenge, and promotes our company standard of "you'll like working with us."

Essential Functions

Although these are the essential functions, the specific duties listed with each are a brief summation.

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1. Provide technical support to the Sales organization, including sales representatives, engineering firms, or other potential customers; create/ foster partnership relationships with everyone who is involved in a project, proposal or bid.
 2. Identify and coordinate all information from the Regional Sales Manager and Sales Rep/Customer to create a winning project design and work plan.
 3. Consistently follows the current workflow and brings new ideas to the team for continuous improvement to create a strong platform across the business units (aka: "PODS") and alignment with ISO.
 4. Manage all aspects of the pre-sale process to assure all project deliverables are met within the established time.
 5. Thoroughly documents all information through the pre-sale process, as our projects develop over several years. This information is critical to the work of our entire team who works on the projects.
 6. Effectively applies our methodology through the course of a project to assure compliance with the established company project plan.
 7. Listening is critical to hear the needs of our customer and then translate the information to assure we deliver equipment that is the appropriate fit and function for our customer.
 8. Must assure accurate data and pricing to our internal team to deliver total customer satisfaction.
 9. Ensure total compliance with established quality assurance procedures.
 10. Must be able to work in a fast-paced ever-changing environment, able to manage multiple projects with concurrent deadlines. Workload demands will vary, and require that the SPM manage the needs of our customers, the promises made by Regional Sales Managers, and the internal support of the team with tact and professionalism at all times.
 11. Must be attentive to the potential risk aspect on all projects and bring solutions to mitigate these risks as the projects develop.
 12. Support the strategic Sales plan and Marketing strategies as outlined by the National Sales Manager, Sales team, and facilitate customer calls.

Requirements

Education

- a. High School diploma (minimum)
- b. College Education (preferred): Engineering, Manufacturing, Construction, Procurement, or Project Management or equivalent life experience.

Experience

- a. **REQUIRED:** 3 years' experience estimating mechanical equipment.



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- b. REQUIRED: 3 years' experience in reading mechanical and/or architectural blueprints.
 - c. REQUIRED: 3 years' of proven customer service experience.
 - d. REQUIRED: Proficiency with MS Office products, including Outlook, Excel, and Word.
 - e. Strongly Preferred: Background in manufacturing, construction, engineering, technical sales, relationship management or project management.
 - f. Strongly Preferred: Experience with municipal bidding and/or wastewater or storm water industries a plus.
 - g. Strongly Preferred: Experience estimating large projects, estimating customer equipment, or engineering/construction projects.
 - h. Preferred: Construction experience and knowledge of hydraulics and industrial controls a plus.
 - i. Preferred: Small business experience helpful due to the multi-tasking requirements.

Skills

- a. A high level of mechanical aptitude and excellent math skills, strong conceptual skills, and the ability to comprehend and communicate mechanical concepts to internal and external customers. Ability to look for creative solutions, thinking outside the box.
- b. Meticulous attention to detail; able to organize and track pertinent sales/project data; able to multi-task well; able to prioritize to complete projects on time.
- c. Proven "customer-focused" attitude; demonstrated ability to follow up and keep promises – reliable.
- d. Able to consistently maintain processes and protocols.
- e. Must have demonstrated salesmanship; able to give presentations and accommodate personal style to the type of customer who is being addressed.
- f. Must have the ability to develop and sustain relationships with internal teammates, outside partners, civil engineers, plant owners and general contractors.
- g. Must be able to use proper grammar and write professional communications.
- h. Must be self-initiating, independent, have good problem-solving skills, work well with a team, and have the ability to organize time and diverse responsibilities.

Working Conditions

- a. Our offices are located in Saginaw, Michigan.
- b. Drug-free, non-smoking environment.
- c. Duperon Corporation is an excellent business opportunity for an individual who is dedicated and looking to establish a career. There is potential for a person who





wishes to grow with the business. These opportunities can be realized if the ability and desire to drive one's personal development is present to meet the corporate strategic objectives.

- d. Duperon Corporation is a dynamically-paced company with a fast-growth strategy – which often means that protocols and processes that were appropriate a year ago are no longer valid. Applicants should examine their personal style and preferences to determine if this would be a suitable environment.

Other Requirements

- a. Must be appropriately and professionally attired to business standards and practice good hygiene.
- b. Must have a high level of personal integrity, ownership, and pride; must see something possible for oneself as an individual within the company vision.
- c. Must be able to answer phones and to sit for long periods of time using a computer and talking on the phone. Extensive time is spent reading and crafting specifications. There will be times when the Sales Project Manager will train with the assembly team, which does require standing, bending, kneeling, and the ability to lift 35-50 lbs.
- d. Travel may be required at times. Site visits may require the ability to climb stairs and walking long distances over steep or uneven terrain. Sites vary in conditions; any obstacles presented by the site must be overcome as we do not manage site conditions.
- e. Travel to tradeshow will be required. Working during a tradeshow requires talking to customers, sales representatives, engineers, and plant personnel. Must be able to stand for extended periods of time and traverse long distances from parking lots and within the venue.

