



Technical Proposal Manager

A rapidly growing international market leader rooted in the **Annapolis/Kent Island** area of **Maryland** is looking for a top performing sales professional to fill their **Technical Proposal Manager** role. This position is responsible for coordinating and expediting all phases of the RFQ's, bids, contracts and/or purchase orders to ensure the best possible solutions and deliver performance to our customers. This position will report directly to the National Sales Manager.

Duties and Responsibilities:

- Develop and work sales strategies with Regional and National Sales Managers
- Build value added relationships with Distributors and OEM Partners
- Manage projects/opportunities from inquiry through engineering, production, delivery and commissioning
- Communicate with customers to determine their needs and suggest solutions to fulfill their requirements and solve their problems
- Create and deliver technical and pricing proposals as requested by customers
- Follow up with customers to update the status of active quotes and respond to customer requests for revisions to existing quotes and orders
- Process PO's and collaborate with various team members to expedite orders when PO's are received
- Work with customers to manage changes to orders that may occur as they move through the sales process
- Inform customers on the progress of orders and coordinate required shipping details
- Prepare and present regular reports on territory performance, customer feedback and business development activities to manager.
- Coordinate the start-up schedule with the Service Department
- Deliver a high level of customer service in a professional and timely manner.
- Attends trade shows, professional seminars, and internal company trainings and events
- Some travel is required
- Other duties as assigned

Required Skills/ Experience:

- Bachelor's Degree in relevant field or technical industry experience
- Detail oriented with proficient computer skills, especially in the use of Microsoft products
- Experience with Salesforce preferred
- Ability to work independently, make good decisions and works as part of a team
- Ability to multi-task and prioritize



- Good communication and organizational skills
- A drive to learn new products and methods as well as draw on past experience to help improve the company's products and methods

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available