



---

**Position Title:**

Sales & Estimating Professional

**Basic Function:**

The basic function of the Sales & Estimating Professional is to interact with current and potential clients to grow the WEFab clientele list and provide quotes for fabrication and maintenance services.

**Reporting Relationships:**

This position reports to, and is accountable to, the Sales Manager.

**Job Requirements:**

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

Education	Required high school diploma or GED equivalent with some college preferred. On the approval of the President, demonstrated work experience will be considered in lieu of high school diploma. Must be fluent in the English language (read/write).
Licensing	Required valid driver's license
Experience	Preferred experience in quoting in fabrication and maintenance services and 10 or more years of experience in sales
Skills Required	Have a knowledge of fabrication and maintenance services as well as Microsoft Office  Good communications skills
Physical	Required full use of all body motions including abilities to work in enclosed spaces, work at various heights and depths, varying temperatures both indoors and outdoors. Must be able to walk up and down stairs.
Working Conditions	Required ability to work either indoors or outdoors in non-climate controlled conditions, high noise levels, dusty and dirty work environments.  Required ability to travel to customer locations in all types of weather conditions.  Preferred amenability to work all shifts, weekends, and holidays. Must be able to work alone or as a valued member of a team.

### **Duties and Responsibilities:**

1. Travel within a 150-mile radius of Warsaw, IN to visit existing customers and developing new ones
2. Follow customers' PPE requirements, such as hard hats, steel toe boots, hearing protection, high visibility jackets, etc.
3. Maintain a positive working relationship with customers and employees
4. Work closely with operations manager, shop foreman, field foreman, and engineering
5. Take field dimensions and provide sketches to engineering (AutoCad experience a plus)
6. Climb ladders and stairs to access WEFab equipment
7. Visit job sites to assess a customer's needs and provide a quote based on the information
8. Read and interpret blueprints
9. Use a quoting software to develop quotes (training provided)
10. Demonstrates integrity and honesty in dealing with other people.
11. Performs any other task or assignment as given by the Sales Manager.

### **Measures of Performance:**

Performance in this position will be deemed acceptable when the following has been accomplished:

1. Successfully completed all company job skills and safety training curricula.
2. Continually maintains an error rate of less than 5%.
3. Demonstrates the desire to adhere to company, and customer's, policies, procedures, and practices, as well as all safety regulations.
4. Demonstrates the desire to act as a team player.

### **Benefits:**

#### **Paid Leave of Absence**

**Paid Holidays:** New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day (Employee is eligible for holiday pay after 90 days from hire date)

**Paid Sick Leave:** All full-time employees are eligible for sick pay after the introductory period (90 days). Full-time employees will be offered a maximum of 5 paid sick days per calendar year. Part-time and temporary employees are not eligible for this benefit. A doctor's note is required to be eligible for time off and sick pay. If sick pay is not used during the calendar year, it will not be paid out or rolled over to the next year—it will reset each calendar year on January 1.

**Vacation:** All full-time employees accrue vacation from the first day of employment. Full-time employees are eligible to take paid vacation after 6 months of continuous employment.

6 months	40 hrs (1week)
12 months	80 hrs (2 weeks)
Greater than 10 yrs	120 hrs (3 weeks)

### **Insurance**

All full-time employees are eligible for group medical insurance. Employees are eligible to sign up for group insurance 60 days after date of hire. Warsaw Engineering offers medical and dental insurance for individuals and their family. Warsaw Engineering also offers each employee a life insurance policy and short and long-term disability insurance coverage free of charge.

### **Retirement Planning**

A 401k or Roth IRA retirement savings plans are provided to full-time employees after 1 year of continuous employment. An employer match payment is provided to employees each month.

### **Payroll Info**

Each employee is paid on a weekly basis, the pay period being from Thursday-Wednesday from the week prior. Each Thursday, when payroll is processed, a pay stub (advice) is emailed to the employee. Each employee is paid every Friday via direct deposit.

### **Pay Policy**

Hours are collected as follows:

- Straight time up to 8 hrs per workday
- Overtime (time and a half) after 8 hrs worked per day and Saturdays
- Double time Sundays and holidays