

1. JOB TITLE

1.1 Inside Sales Manager

2. REQUIREMENTS

The Inside Sales Manager should have the minimum following requirements:

- Education: Minimum of a Bachelor's degree in Business Management or related field.
- Skills: MS Office, Basic knowledge of Salesforce
- Personal skills: Customer service focused, communication skills with the ability to negotiate for maximum profit, plan and prioritize several projects at a time
- Languages: English
- Other requirements: Syspro ERP knowledge

3. SUMMARY

Lead the front end to backend coordination of quotes, orders, document control and logistics of all project related opportunities in the Americas territory. Institute internal procedures to streamline the quote to order process. Work with other global Fluenta branches to push a one Fluenta company policy.

4. RANGE OF DUTIES

4.1 Quotations

- Review request for quotation (RFQ) packets from new opportunities created by sales force and extrapolate data that best correlates with the Fluenta product line.
- Review datasheets to create sizing speed calculations based on process data.
- Review and understand amendments to terms and conditions at quote stage.
- Respond to all technical clarifications pertaining to the application of the flare line in question.
- Create quotations in salesforce and compile quote packets to provide to customers via salesforce or Outlook.
- Respond to customers over the phone for quotation related inquiries.
- Work with suppliers within the supply chain to obtain best rates for buyouts and contract jobs.

4.2 Order Management:

- Upon receipt of PO, review all Terms and Conditions to ensure compliance with what was quoted.
- Convert quote to an order in Salesforce and reconcile all items in SF with the purchase order.
- Award purchase orders to suppliers that responded with competitive rates
- Create a Microsoft Project Milestone Timeline to understand the length of the project life and present to the customer.

- Continuous communication with suppliers to ensure accuracy of all measurement and control spools and other applicable instruments associated with a Fluenta Flare Gas Meter Package.
- Understand Inspections requirements in developing Inspection Test Plans for Fluenta along with Fabricators.
- Meet documentation timeline deliverables from the customer.
- Consistent follow up with suppliers to ensure project is on schedule and mitigate deviations.
- Marshall resources for expedited inquiries.
- Attendance of Fabrication Shop inspections or Final Inspection with engineering companies.
- Flexibility to some limited travel

4.3 Documentation:

- Provide documentation transmittals throughout the lifeline of the project to the customer.
- Able to upload documentation into Citadon or Sharepoint requested by the customer.
- Able to create a Master Vendor List and abide by the documentation transmittal schedule.
- Proofreading and editing technical documentation
- Checking documents for accuracy and proper English language use
- Checking technical documentation in compliance with client's specifications
- Typesetting and designing layout
- Providing constant improvements and development
- Performing all additional, agreed tasks at highest quality level
- Comply with internal regulations and procedures
- Other tasks that the employee may be delegated to

4.4 ISO Compliance Lead

- Work with the quality manager in Poland and staff to ensure Fluenta office in Houston is following company policies and procedures.
- Control Fluenta Improvement System (FIS) cases internally and bring them to resolution.
- Document NCRs internally or caused by suppliers and ensure proper control from inception to completion.
- Provide updates to out of date controlled documents or introduce new procedures to be integrated into our quality system.