

Job Discription

Job Title : Sr. Proposal Executive

Reports To :

The Sr. Proposal Executive will report to Design & Development Manger / Sales & Marketing Director.

Job Overview :

The Purpose of Sr. Proposal executive is to understand the client's need / concern area & offer the tailor made or pre-designed Chemtronics solution with techno-commercial proposal. Coordinate & communicate with channel partners, O.E.M.s, dealers, consultants & end customers. Design & offer technically feasible & economically viable project with the teamwork of design, sales, marketing, project & commercial dept. After receipt of the client PO, transfer the project to project team.

Responsibilities and Duties :

- Understand the client's concern / pain area / requirement. It can be for air, water or waste water.
- Offer most suitable & optimized treatment solution, which should be technically feasible & commercially viable.
- Coordinate & communicate (Written & verbal) with Chemtronics national & international channel partners / dealers / O.E.M.s / end customers.
- Coordinate with design, CAD, sales, marketing, project & commercial department.
- Make project costing with project, purchase & commercial executive.
- Assign work to Jr. Proposal executives.
- Participate in growth & developing innovative solutions with design & development, sales & marketing team.

Qualifications :

- **Qualification** : B.Sc. / M.Sc. / P.G. / Diploma engg. / B.E. – Chemistry / WTP / Environmental / Chemical.
- **Preferred Additional Qualification** : MBA – Sales & Marketing / any other. (Not Mandatory)
- **Work Experience** : Minimum 5 years in Manf. / Project / Engg. Firm / MEP / EPC
- **Specific skills** : CAD 2D / Sketchup / Layout / Microsoft Office / Piping / 3D Modeling / Corel / Photoshop.
- **Personal characteristics** : Good Personality / Smart / Fluent in English – Speaking & Writing.
- **Certifications** : Management Representative (MR) for ISO / any other (Not Mandatory)
- **Licenses** : Safety / PWD / PHE / EHS / any other (Not Mandatory)
- **Physical abilities** : Any Sports.